

# INFORMATIONS ON THE PROCESSING OF PERSONAL DATA



of job seekers, candidates, candidates for professional practice or internships and scholarship holders at selected companies of the CEZ Group and the Group

## INTRODUCTION

## PERSONAL DATA ADMINISTRATOR

## PERSONAL DATA THAT WE PROCESS

Basic data

Other data

## PURPOSES OF USE OF PERSONAL DATA

## CONSENT TO PROCESSING OF PERSONAL DATA

Consent with the offer of opportunities for employment

Consent to the use of personal data for other purposes

## SOURCES OF PERSONAL DATA ACQUISITION

## PROCESSING AND SHARING PERSONAL DATA

Our Processors

## SECURITY OF PERSONAL DATA

## WHERE WE STORE PERSONAL DATA

## STORAGE OF PERSONAL DATA

## YOUR RIGHTS TO ENSURING PERSONAL DATA PROTECTION

## IN ORDER FOR US TO UNDERSTAND EACH OTHER BETTER

Glossary of terms

## POSSIBLE CHANGES TO THIS INFORMATION

## CONTACT US

# INFORMATION ON THE PROCESSING OF PERSONAL DATA OF JOB SEEKERS, CANDIDATES, CANDIDATES FOR PROFESSIONAL PRACTICE OR INTERNSHIPS AND SCHOLARSHIP HOLDERS AT SELECTED COMPANIES OF THE CEZ GROUP AND THE GROUP

## INTRODUCTION

Dear,

this is to inform you of the terms and conditions of processing your personal data at ČEZ, a. s. and other selected companies incorporated into the CEZ Concern or CEZ Group to ensure the protection of these data and of your rights associated with the processing of these data. We also hereby inform you of the manner and extent of your personal data processing by the respective company within the CEZ Concern or the Group, including your rights as a data subject related to the processing of your personal data.

While processing your personal data, we in the ČEZ Concern and Group take care to ensure compliance with the laws of the European Union, in particular compliance with the General Data Protection Regulation of the EU (hereinafter referred to only as the "GDPR") which comes into force on 25 May 2018, as directly effective legislation within the framework of the laws of the Czech Republic, and also in compliance with the relevant national legislation, in particular the Act on Personal Data Protection.

Personal data protection is important for us. This Privacy Statement on the processing of personal data ("Information") explains which personal data a particular company of the Concern or CEZ Group collect from you or about you through communication with you. This is in connection with your interest in employment with the company, or interest in gaining professional experience or internships during the course of study, or by joining a scholarship program. This Information also explains which personal data we collect from other sources and how we use it.

In addition to this Summary Information, you can also find some details related to the processing of your personal information in the other, partial information documents that are usually available on the websites of the individual companies of the Concern or the CEZ Group to facilitate and accelerate communication with you or also, for example, at [kdejinde.jobs.cz](http://kdejinde.jobs.cz).

## PERSONAL DATA ADMINISTRATOR

The manager of your personal data is the specific company of the CEZ Concern or the CEZ Group at which you apply for work, or performing experience or internship during your studies or a scholarship program.

This administrator is one or more of these selected companies:

NAME	REGISTERED OFFICE ADDRESS	COMPANY ID NUMBER
ČEZ, A. S.	DUHOVÁ 1444/2, 140 53 PRAHA 4	45274649
ČEZ DISTRIBUCE, A. S.	TEPLICKÁ 874/8, 405 02 DĚČÍN 4 - PODMOKLY	24729035
ČEZ ENERGETICKÉ SLUŽBY, S. R. O.	VÝSTAVNÍ 1144/103, 703 00 OSTRAVA-VÍTKOVICE	27804721
ČEZ ESCO, A. S.	DUHOVÁ 1444/2, 140 53 PRAHA 4	03592880
ČEZ ICT SERVICES, A. S.	DUHOVÁ 1531/3, 140 53 PRAHA 4	26470411
ČEZ KORPORÁTNÍ SLUŽBY, S. R. O.	28. ŘÍJNA 3123/152, 702 00 OSTRAVA-MORAVSKÁ OSTRAVA	26206803
ČEZ OBNOVITELNÉ ZDROJE, S. R. O.	KŘÍŽÍKOVA 788, 500 03 HRADEC KRÁLOVÉ	25938924
ČEZ PRODEJ, A. S.	DUHOVÁ 425/1, 140 53 PRAHA 4	27232433
ČEZ TEPLÁRENSKÁ, A. S.	BEZRUCHOVA 2212/30, 251 01 ŘÍČANY	27309941
ELEKTRÁRNA DĚTMAROVICE, A. S.	DĚTMAROVICE 1202, 735 71	29452279
ELEKTRÁRNA DUKOVANY II, A. S.	DUHOVÁ 1444/2, 140 00 PRAHA 4	04669207
ELEKTRÁRNA POČERADY, A. S.	DUHOVÁ 1444/2, 140 00 PRAHA 4	24288110
ELEKTRÁRNA TEMELÍN II, A. S.	DUHOVÁ 1444/2, 140 00 PRAHA 4	04669134
ENERGOCENTRUM VÍTKOVICE, A. S.	DUHOVÁ 1444/2, 140 00 PRAHA 4	03936040
ENERGOTRANS, A. S.	DUHOVÁ 1444/2, 140 00 PRAHA 4	47115726

If the words "us, our company, in our company" or similar are used in the text of this Information below, this shall be understood to mean the specific company of the ČEZ Concern or Group which is the administrator of your personal data.

## PERSONAL DATA THAT WE PROCESS

At our company, we collect and process only the personal data necessary to assess and decide on the suitability of filling the employment position being offered, by you, or, potentially to offer another job. If you are interested in performing professional work experience or internships during your course of study or the use of a scholarship program, we use these data to assess and decide on the suitability of such an offer for you. We also use the personal data we collect to prepare a contract and other documents related to the conclusion of an employment relationship or a contract for the performance of a member of the company's bodies, documents related to your professional experience, internship, or concluding a scholarship award agreement.

In the event of your interest in employment, we do not require any special (sensitive) personal data that, according to legislation, cannot be demanded from job seekers if such a duty is not mandated for us by specific legislation for certain positions or functions, or if such information is not necessary for ensuring the protection of our legitimate interests. The same applies to your potential interest in the performance of professional work experience or a scholarship and use of a scholarship program.

You are not required to provide the below-stated personal information to us. We will always inform you in specific situations which personal data is necessary for the evaluation of your interest in employment, professional experience or internship, contract for the award of a scholarship or the conclusion of an employment relationship or a contract for the performance of office of a member of the bodies of the company. Your possible refusal may lead to a situation in which our ability to evaluate you as a suitable applicant or, candidate may be limited in such a case.

The following categories of personal data are processed for the above-mentioned reasons:

### Basic data

- identification data: title, first name, last name, date of birth, place of birth or identity card number or birth number (for the preparation of employment documents of successful job applicants)
- contact data: permanent residence address, postal or other contact address, telephone number, e-mail address.

### Other data

We also process data that is closely related to your interest in the job offer, professional work experience or internship or offer of a scholarship agreement, as well as the data needed to conclude an employment relationship or a contract for the performance of the position of a member of the company's bodies. Such additional data is further considered to be, for example:

- information on education level attained, professional qualifications, current work experience or ongoing studies, experience, skills or fulfillment of specific requirements or prerequisites for performing certain activities (e.g. language skills, driving license, etc.)
- marital status, nationality,
- bank account number and health insurance company identification number in the event of the preparation of employment contract documents for successful job applicants,
- in the case of selected employment positions, also information from the Criminal Records Register or a psychological fitness report for the performance of a selected job or position,
- potentially, additional information stated in your submitted resume.

## PURPOSES OF USE OF PERSONAL DATA

We use the personal data we obtain exclusively for the following purposes:

- To evaluate the suitability of the applicant for employment for the performance of the offered position or another employment position;
- Evaluation of the suitability of an applicant for work experience or scholarship;
- Making an offer of employment;
- Preparation and conclusion of the employment relationship or contract for performance of the position of a member of the bodies of the company;
- Preparation of a contract to provide professional work experience and internships;
- Preparation of a contract to provide a scholarship;
- Record-keeping and documentation pursuant to the relevant legal provisions;
- Providing operating activities associated with the hiring process;
- Providing operating activities associated with the performance of professional work experience or internship and providing the agreed scholarships;
- Providing protection of the life and health of people and protection of the tangible and intangible assets of the company, employees and third parties in the course of performing professional work experience or internship;
- Exercising of the company's rights arising from the agreed relationships

## CONSENT TO PROCESSING OF PERSONAL DATA

### CONSENT WITH THE OFFER OF OPPORTUNITIES FOR EMPLOYMENT

If, as a job applicant, you are only interested in a specific employment position being offered, or as an applicant for specific work experience or internship, potentially a scholarship program offered by the company, we can process the personal data you provide us with in connection with this, for that purpose without your express consent. However, if you are interested in increasing your future prospects of employment at selected ČEZ Concern

or Group companies, you may be offered the option to grant consent to the use of your personal information by one of these companies for the purpose of registering your person and offering other suitable employment opportunities, or work experience or internships, potentially scholarships by one or more selected companies of the Concern or the CEZ Group. Based on such consent, you will enable a particular company of the CEZ Concern or the CEZ Group, to contact you with other job opportunities, professional work experience or internships, or scholarships that match your expertise, skills and potential interest.

Your personal data that will be processed based on this consent will include the same personal data as you provide in response to an employment opportunity offer, or offer of professional work experience or internship or potentially, a scholarship program of a company in the Concern or the CEZ Group.

## **CONSENT TO THE USE OF PERSONAL DATA FOR OTHER PURPOSES**

During our co-operation associated with the recruiting process for new employees, professional work experience or internships or a scholarship program, there may be situations associated with the possible use of some of your photographs, but this will not be possible without your consent. As a rule, these will be photos on which you are clearly identifiable and will be accompanied by more detailed information about your person, whereas our company may be interested in using them primarily for internal and external communications.

We will inform you of such situations separately and offer you the possibility of giving our company your consent to use your precisely specified personal data for a specific, described purpose for the period of time specified.

It will be entirely at your own personal discretion to freely decide whether you give us the consent we propose or not. Any success in the recruitment process, or your selection for work experience or internship, or entry into a scholarship program, is not conditional upon any such consent and no one will be forced to do so in any way.

Of course, you can change your decision at any time and withdraw your consent in a manner that you will be informed about in the text of your consent.

## **SOURCES OF PERSONAL DATA ACQUISITION**

Our company obtains your personal data primarily from you within the framework of our communications on the offered employment position, preparations for conclusion of an employment relationship or executive contract. But also in the scope of communication regarding the possibility of going through a professional work experience program, or internship, or possibly an offer of scholarship. It may also obtain personal data from third parties who act as recruiters or employment agencies, or mediate work experience or internships based on our authorization.

We may also obtain your personal data from public records or state authorities. In specific cases on the basis of the respective legislation, we may also obtain your personal data from non-public records.

## **PROCESSING AND SHARING PERSONAL DATA**

Our company processes your personal data manually and in an automated manner. During automated processing of your data, we do not however use automated decision-making which could have an impact on your rights.

Protection of your data in our company is ensured from an organizational and technical standpoint, in compliance with the respective legislation. We also demand a comparable level of security for your data from our processors of personal data.

To ensure the purposes described above, your personal data may, other than by our company and its employees, also be processed by certain other companies from the ČEZ Concern or Group or by other entities outside the ČEZ Concern as processors of your data. We only pass on your data to these companies or entities if they satisfy the organizational and technical conditions defined by us to ensure the appropriate level of its protection. Your personal data is only handed over to these entities if they are contractually obliged in writing to comply with the same conditions of processing your personal data and to ensure the determined level of protection.

The reason for handing over of your personal data to these other companies or entities as processors is usually the fact that they use knowledge, procedures, or technologies with the required level of expertise, allowing them to more efficiently achieve some of the abovementioned purposes of processing, while ensuring the necessary level of protection of your personal data.

Your personal data may, on the basis of a legitimate request, also be handed over to third parties with the legal authority to request handover of such personal data. This is especially the case for various state bodies, such as the courts, the public prosecutor's office or the Czech police. We only provide your personal data to them when such an obligation is determined for us by the respective legislation.

## **OUR PROCESSORS**

We prioritize the processing of your personal data by our own employees or using selected companies belonging to the ČEZ Concern or CEZ Group. The main processors of your personal data are ČEZ, a. s., ČEZ Korporátní služby, s.r.o., and ČEZ ICT Services, a. s., unless in your particular case they themselves are not the Personal Data Administrator. Only in a small number of cases do we also use other companies or natural persons for processing of this data.

Your consent is not required for performance of processing as such processing is directly allowed by the legislation.

To process your data outside selected companies of the Concern or CEZ Group, we mainly use the following categories of processors:

- mediators of employment,
- providers of occupational medical services and healthcare,
- personnel agencies,
- providers of services for verification of data stated by data subjects,
- providers of selected IT services,
- providers of psychological diagnostic services

## **SECURITY OF PERSONAL DATA**

One of the important goals of the Concern and CEZ Group is to protect and secure your personal data. We use various technologies, procedures and processes to protect your personal data against unauthorized access. We for example process personal data provided in computer systems and store it in data repositories with restricted access which are housed in guarded buildings. For transfer of personal data with a high level of confidentiality, in the Internet environment, we use encryption to protect this data.

## WHERE WE STORE PERSONAL DATA

Personal information collected by our company for the purposes specified in the previous section Information is processed and stored exclusively in the territory of the Czech Republic.

## STORAGE OF PERSONAL DATA

While handling your personal data for specific purposes, we respect the rules of data minimizing. This means that we only collect such data about you which is absolutely essential for the specific purpose. We also set strict internal rules for archiving which ensure that we do not store your data for longer than we are entitled to.

Our company keeps your personal data as a job applicant for 6 months from receiving your response to a specific job offer. If you have given our company permission to offer another suitable employment position, we will retain your personal information for as long as the consent is validly granted to us, but at most for a maximum of 3 years.

If you have provided your personal data to our company as a candidate for a work experience program or internship, these data are retained for the purpose of review and decision on your interest for a period of six months from receiving your interest in specific work experience, or internship program. If you have granted our company permission to offer another suitable work experience or internship, we will retain your personal information for this purpose for the duration for which you have validly granted the consent, but at most for a maximum of 3 years.

If your work experience or internship, or potentially the granting of a scholarship, has been implemented, our company stores your personal data for the duration of that professional experience or internship or grant agreement for the purpose of exercising the rights and obligations arising from them. Upon their expiration, our company retains personal data for other essential purposes such as compliance with our legal obligations, dispute resolution, and the legal enforcement of legitimate claims. These reasons may include, in particular, our obligation to document expenditure related to the calculation and levying of taxes resulting from tax legislation. In this case, we will keep your data for 10 years after the end of the tax period.

## YOUR RIGHTS TO ENSURING PERSONAL DATA PROTECTION

The companies in the Concern and the ČEZ Group strive to ensure transparent and correct processing of your personal data and to ensure that it is appropriately protected, always in compliance with the respective legislation. In order to assure you of our responsible approach to processing of your data, we are prepared to react quickly and professionally to your legitimate requests, by means of which you can check our responsible behavior while processing your data and where applicable help us to correct any failings which may arise in exceptional cases within the framework of this activity.

- If processing of personal data is based on your consent, you are entitled to withdraw your consent to future processing at any time;
- You have the right to request access from us as a data administrator, to your personal data and more detailed information on its processing;
- You are entitled to request of us correction of your imprecise or incomplete personal data;
- You are entitled to request of us provision of your personal data in a regularly used and machine-readable format, allowing for its handover to a different administrator if we obtained this on the basis of your consent or in relation to conclusion and performance of a contract and if it is processed in an automated manner;
- You are entitled to submit objection relating to processing of some or all of your personal data;
- You are entitled to request of us deletion of your personal data if we no longer have any legal grounds to process this further;
- You are entitled to submit a complaint to the Office for Personal Data Protection.

If we process your personal data, we do so on the basis of appropriate legal titles to enable us to select suitable new employees, members of the Company's statutory bodies, participants in work experience or internships or scholarship recipients. And also to ensure the operation of our company runs, the fulfillment of our contractual and legal obligations to protect and secure our systems and our customers or third parties. Or fulfillment of other legitimate interests of our company as described in the above information, or we process your personal data based on your consent.

## IN ORDER FOR US TO UNDERSTAND EACH OTHER BETTER

Despite all of our efforts to ensure that this document is as comprehensible as possible, you may have come across words or terminology which you have not come across before. Or you may be uncertain whether you have correctly understood what they are supposed to mean.

For this reason, to ensure your better understanding, we would like to offer a glossary of terms which may help us to avoid any mutual misunderstanding.

## GLOSSARY OF TERMS

<b>ČEZ Concern</b>	This represents the legal relationship between several companies in the ČEZ Group (controlled companies) which are subject to uniform control by ČEZ, a. s. (the controlling company) with which they create a concern thanks to this uniform control. A list of members of the ČEZ Concern can be found at <a href="http://www.cez.cz/cs/o-spolecnosti/skupina-cez/spolecnosti-skupiny-cez-v-cr/koncern-cez">www.cez.cz/cs/o-spolecnosti/skupina-cez/spolecnosti-skupiny-cez-v-cr/koncern-cez</a> .
<b>legitimate interest</b>	Interest of the administrator or a third party, for example in a situation when the data subject is an employee of the administrator.
<b>personal data</b>	Information about a specific, identifiable person.
<b>recipient</b>	The party to which personal data is handed over.
<b>ČEZ Group</b>	This represents a group of several companies around the controlling company ČEZ, a. s., which in particular do business in the field of power engineering, connected to this controlling company in particular by means of capital participation. For the purposes of this Information, the ČEZ Group is further made up of the companies ČEZ Distribuce, a. s., ČEZ ESCO, a. s., ČEZ ICT Services, a. s., ČEZ Korporátní služby, s.r.o., ČEZ Obnovitelné zdroje, s.r.o., ČEZ Prodej, a. s., Elektrárna Dětmarovice, a. s., Elektrárna Dukovany II, a. s., Elektrárna Počerady, a. s., Elektrárna Temelín II, a. s., Energocentrum Vítkovice, a. s., Energotrans, a. s., ŠKODA PRAHA a. s. and Telco Pro Services, a. s.

<b>administrator</b>	The party which determines the purpose and means of personal data processing; and which may also decide to commission other parties as processors to ensure its processing.
<b>data subject</b>	A live natural person whose personal data is the subject of processing.
<b>purpose</b>	The requirement for which the administrator uses your personal data.
<b>processing</b>	Activity which the administrator or processor performs with personal data.
<b>processor</b>	The party which processes personal data for the administrator.

## POSSIBLE CHANGES TO THIS INFORMATION

Over time, change may occur to the legislation governing the rules and conditions of processing and protection of personal data, or change to our conditions, procedures and methods of processing and protection of your personal data. We will always inform you about these via updating of this Information.

## CONTACT US

If you have a request or complaint regarding the processing of your personal data or a question about the person responsible for the processing of personal data at our company, please contact ŠKODA PRAHA at [info@skodapraha.cz](mailto:info@skodapraha.cz). In the case of other companies, you can write to "ČEZ, a. s., Duhová 1/425, 140 53 Prague 4, using the password "processing personal data" or use the website form. We will reply to your requests, queries or complaints as soon as possible, no later however than within one month of their delivery. If we are unable to handle your request in time due to the complicated nature of its resolution or the large number of requests we receive, we will provide information about the extension of this deadline which will be required.

If a request regarding a company in the CEZ Concern is not settled according to your expectations, or if it concerns several companies of the ČEZ Concern at the same time, you can contact our authorized representative, for the protection of personal data. Petr Brázda. He can be contacted at the address ČEZ, a. s., Duhová 2/1444, 140 53 Prague 4. Details on other possibilities for contacting the Officer, his function and sphere of competence in resolving your rights are available on the website Personal Data Protection Officer.

Date of issue/ updating of this document – 25. 5. 2018