## Further information about personal data protection for job applicants

1. **Who is this document intended for?**

This document sets out additional information on the protection of personal data of the **job applicants** of the joint stock company Zberné suroviny Žilina a.s., Kragujevská 3, Žilina 010 01, registered in the Business Register of the District Court of Žilina, Insert number: 10917/L, Company Registration Number: 50 634 518 (hereinafter referred to as "**ZSZA**" or the "**Controller**"), in particular, what kind of personal data ZSZA processes and why, how and from whom it obtains it, and how long it stores it.

The Controller has a designated person for personal data protection. Enquiries, comments and requests regarding this document and the information contained therein shall be received by the designated person by email at **gdpr@zsza.sk.**

**2. Type of personal data and why we process them**

ZSZA processes personal data of job applicants for the purpose of:

* 1. **Selection process**

Scope: ordinary personal data, specifically identification and contact information stated by job applicants in their curricula vitae, motivation letters, certificates on education, other certificates and submitted documents.

The legal basis for the personal data processing are pre-contractual relations.

* 1. **Records of job applicants in SW Performia**

Scope: ordinary personal data, specifically identification and contact information stated by job applicants in their curricula vitae, motivation letters, certificates on education, other certificates and submitted documents.

The legal basis for the personal data processing is the consent of the data subject.

* 1. **Protection of property and defense of legal claims of the Controller or a third party; security of the Controller's premises**

Scope: image and conduct, localization data, vehicle licence plate coding.

The legal basis for the personal data processing is the legitimate interest of the Controller.

* 1. **Exercise of rights (dispute resolution and non-dispute agenda)**

Scope: ordinary personal data processed in the Information system Job Applicants.

The legal basis for personal data processing is the legitimate interest of the Controller implemented in accordance with the relevant legal regulations, in particular the Act No 160/2015 Coll. on Civil Proceedings Code for Adversarial Proceedings, as amended; the Act No 311/2001 Coll. on Labour Code, as amended; the Act No 40/1964 Coll. on Civil Code, as amended; the Act No 300/2015 Coll. on Criminal Code, as amended, etc.

* 1. **Fulfilment of legal responsibilities in the area of personal data protection**

Scope: ordinary personal data, such as title, first name, surname, email address, telephone number, address, signature processed when exercising the rights of the data subjects, e. g. via an Application for Exercise of the Rights of the Data Subject or as part of the written consent to the processing of personal data granted under the point 2.2.

The legal basis is the fulfilment of legal responsibilities pursuant to the Act No 18/2018 Coll. on Personal Data Protection, and on amendments to certain acts, and the GDPR Regulation.

1. **How, when and from whom does ZSZA obtain personal data?**

ZSZA obtains personal data about job applicants:

* via job portals,
* directly from job applicants,
* when job applicants access the premises of the Controller.

1. **Who is allowed to access personal data?**

Personal data may be accessed by:

* supervisory and control bodies of public authority
* public authorities in fulfilling their legal responsibilities and performing duties in public interest
* legal representation of the Controller
* authorised representative (DPO) of the Controller
* job portal providers (www.profesia.sk, www.tech-performia.com)
* telecommunication operators
* authorised personnel of the Controller

1. **How long does ZSZA store personal data?**

ZSZA processes personal data in individual cases as follows:

Personal data processed on the legal basis are stored for the periods defined by the laws concerned. The storage periods are also defined by the Registry Regulations of the Controller.

Other personal data are stored as follows:

Selection process not stored after selection process

Records of job applicants 5 years after completion of selection process

Camera footage 14 days

After the expiration of the storage period, personal data are disposed of in a safe and legal manner.

1. **Where to find general principles of personal data protection?**

ZSZA general principles of personal data protection are available [HERE](https://www.zsza.sk/privacy).