

Principles of Personal Data Protection

Processing of Personal Data of Applicants for Employment at TBU in Zlín

Tomas Bata University in Zlín, a public higher education institution established in compliance with the Act No. 404/2000 Coll., on the Establishment of Tomas Bata University in Zlín, identification number: 70883521, address: nám. T. G. Masaryka 5555, 760 01 Zlín, data box ID: ahqj9id (hereinafter referred to as “**TBU in Zlín**”) shall approach the personal data as the property of job applicants (hereinafter referred to as “job applicant”), entrusted to the institution only for particular, previously set and explicitly specified purposes listed under § 30 Paragraph 2 of the Act No. 262/2006 Coll., Labour Code, as amended:

- **Selection procedure** for staffing of vacancies,
- **Inclusion in the job applicant database**, provided that the job applicant has granted his/her consent for this purpose in advance (consent in electronic form, as well as the right to withdraw the consent at any time may be executed via the website of TBU in Zlín.)

I

Processing of personal data and legal titles for their processing

When processing the personal data of job applicants, TBU in Zlín adheres to the principle of lawfulness, i.e. it processes the personal data of job applicants to the corresponding extent and upon fulfilment of one of the below-mentioned conditions:

1) The processing of personal data is essential for the fulfilment of legal duties that apply to TBU in Zlín.

- **For the purposes of a particular selection procedure**, i.e. for a single purpose, when a job applicant applies for a job during a currently announced selection procedure. Personal data, in the extent according to the provisions of § 30 Paragraph 2 of the Act No. 262/2006 Coll., Labour Code, as amended (i.e. name, surname, date and place of birth, permanent address), are collected in the form of a list of job applicants made using the MS Office software by the person in charge at the Human Resources department. The list is handed over to the employee authorized to act in employment affairs at the relevant component part or to the secretary of the component part, or to the Head of the relevant constituent part who requests the organization of the selection procedure. This list shall serve as an overview of all job applicants registered for the said selection procedure held at a particular component part of TBU in Zlín. After the termination of the selection procedure, the list forms part of the record of the selection procedure, it is stored in the office of the Human Resources department and cannot be used for any other purposes. Other personal data are contained in curricula vitae and in covering letters submitted by the applicants.

After the selection procedure has been terminated by means of writing a record and after the authorized person has made a decision as to whether the job applicant is/is not to be given employment, curricula vitae, covering letters and other personal data provided by the job applicant are shredded by an employee of the Human Resources department; unless the job applicant has been selected to be employed or has become a substitute employee or has requested to be included in the list of job applicants and has expressed his/her consent to such inclusion.

2) The processing of personal data is carried out in accordance with an explicit consent given by the data subject.

- **For the purposes of a repeated selection procedure**, i.e. repeatedly, provided that the job applicant gives his/her consent for such a purpose and only for the duration of the consent. This refers to cases where the job applicant is constantly interested in a particular job position at TBU in Zlín, which is not vacant currently, in the event that a selection procedure is open to candidates and the job applicant is interested in applying for the above-mentioned job position.

II

Sharing of personal data

Personal data provided in accordance with the consent given by the job applicant are kept in paper form in files in offices equipped with security fitting, accessible only to authorized staff of the Human Resources department carrying an accompanying list of applicants. This refers to the following personal data: Name, surname, academic degree, contact details – e-mail address, or telephone number, which is optional, covering letter, professional curriculum vitae including qualification details, professional experience, skills and knowledge of the job applicant.

Besides the Human Resources staff, only a person authorized to act in employment affairs at TBU or at its component part, secretary of the component part, or the senior executive of the relevant constituent part are allowed to view the list. Persons not mentioned above are considered unauthorized persons.

III

Transfer of personal data

Personal data are not transferred to third parties.

IV

Access to personal data

Each job applicant is entitled to request a correction, erasure or restriction of processing of personal data, as well as to request a transfer of personal data. He/she is also entitled to object to personal data processing via the Data Protection Officer at the e-mail address: dpo@utb.cz. In the event that the applicant has given his/her consent to the processing of his/her personal data, he/she is entitled to withdraw this consent at any time. Detailed information including other contact details is posted on the TBU website under the Privacy Policy section. At the same time, the applicant is entitled to lodge a complaint with a supervisory authority.

V

Personal data processing period

Periods for personal data processing are specified in the Regulations for Document Filing and Shredding of TBU in Zlín, that have been issued fully in accordance with the relevant legal regulations related to filing.

TBU in Zlín shall process personal data of the applicants necessary for the fulfilment of obligations arising from generally binding legal regulations for a period specified by the relevant legal regulations or in accordance with them also if the applicant withdraws his/her consent.

TBU in Zlín shall process the personal data provided by the applicant in accordance with his/her consent only for the period of two years from the date on which the consent was given, unless this consent has been withdrawn by the applicant. The applicant takes cognizance of the fact that when the period is close to the expiry date, he/she may be asked whether he/she wishes that TBU in Zlín continues to process his/her personal data for the above-mentioned purposes and whether the applicant is willing to give TBU in Zlín his/her consent to such processing.