

Personal Data Protection (GDPR)

Data Controller is:

Touchdown Czech Republic, s.r.o.

Registered office: Václavské náměstí 841/3, 110 00 Prague 1, Czech Republic

Company ID: 271 70 748

E-mail: es@touchdown.cz

The company processes personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation – GDPR) and applicable legislation of the Czech Republic.

What Personal Data We Process

In the course of providing our services, we may process the following categories of personal data:

- identification data (name, surname, title)
- contact details (telephone number, email address)
- professional information (work experience, education, professional profile)
- information contained in a CV, cover letter or professional profile
- information about professional skills and career preferences
- any other information you provide to us during communication.

These data may be obtained:

- directly from you
 - from our clients in the context of recruitment or executive search assignments
 - from publicly available sources, particularly professional networks (e.g. LinkedIn), professional databases, or public registers.
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Purpose of Processing Personal Data

www.touchdown.cz

Touchdown Czech Republic s.r.o., Václavské nám. 3, 110 00 Praha 1, Czech Republic,
phone: +420 272 660 043, e-mail: es@touchdown.cz, IČO: 271 70 748 DIČ: CZ 271 70 748

Company registered in Business Register, led by City Court in Prague, column C, insert 101688, August 2004

Personal data are processed primarily for the following purposes:

- providing executive search and recruitment services
- identifying and approaching suitable candidates for career opportunities
- communication with candidates and clients
- assessing professional profiles of candidates for specific positions
- fulfilling contractual, business and legal obligations
- protecting the legitimate interests of the company.

Legal Basis for Processing

The legal basis for processing personal data includes in particular:

- performance of a contract or steps taken prior to entering into a contract (Art. 6(1)(b) GDPR)
- compliance with a legal obligation (Art. 6(1)(c) GDPR)
- legitimate interest of the controller, particularly when identifying suitable candidates for clients (Art. 6(1)(f) GDPR)
- consent of the data subject, where required.

Data Retention Period

Personal data are retained only for the period necessary to fulfil the purposes of processing or for the period required by applicable legislation.

Where processing is based on consent, personal data will be processed until such consent is withdrawn.

If a candidate does not consent to the further storage of personal data after the completion of a recruitment process, the personal data will be deleted no later than two months after the recruitment process has been completed.

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Recipients of Personal Data

Personal data may be shared, where necessary, with:

- the company's clients in connection with recruitment processes
- cooperating partners and data processors
- providers of IT and administrative services
- public authorities where required by law.

All data processors are contractually bound to comply with obligations relating to personal data protection.

Transfer of Personal Data to Third Countries

Personal data are not transferred outside the European Union unless this is necessary for a specific recruitment process or unless the data subject has provided explicit consent.

Security of Personal Data

The company implements appropriate technical and organisational measures to ensure protection of personal data against:

- loss
- unauthorised access
- misuse
- unauthorised disclosure.

Access to personal data is granted only to authorised personnel of the controller or contracted processors.

Your Rights

In relation to the processing of personal data, you have the right to:

- request access to your personal data
- request correction of inaccurate personal data
- request deletion of personal data
- request restriction of processing
- object to the processing
- request data portability
- withdraw consent to processing.

If you believe that your personal data have been processed in violation of applicable legal regulations, you have the right to lodge a complaint with the supervisory authority.

Supervisory Authority

The supervisory authority in the Czech Republic is:

Office for Personal Data Protection

www.uoou.cz

Contact Regarding Personal Data Protection

If you have any questions or wish to exercise your rights, you may contact us at:

es@touchdown.cz

www.touchdown.cz

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