

Information on personal data processing
(hereinafter referred to as the "**Information**")

The company **Absolvent Agency s.r.o.**, ID No: 06543596, with its registered office K Rokli 494, Vimperk II, 385 01 Vimperk, registered in the Commercial Register maintained by the Regional Court in České Budějovice, Section C, Insert 26817 (hereinafter referred to as the „**Company**“), hereby

informs

on the processing of personal data under the conditions set out below, pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46 / EC (General Regulation on the Protection of Personal Data, hereinafter referred to as the "**Regulation**").

1. Scope of processing

The Company processes the personal data of users of web and mobile applications necessary for career and sports consultancy (hereinafter referred to as "users"), in particular, the following personal data: (i) first name, surname, (ii) contact details (delivery address, (iii) e-mail, (iv) telephone number, (v) the highest educational attainment; and (vi) past work experience and other voluntary disclosures.

2. Purpose of processing

The aforementioned scope of personal data is processed with respect to the performance of the activities of the Administrator in connection with employment or the provision of career or sports consultancy - it is therefore a processing necessary for the purposes of the legitimate interests of the Administrator, i.e. in accordance with Article 6 (1) (f) of the Regulation.

Although the above-described purpose for personal data processing is also based on the legitimate interests of the Administrator, this processing of personal data is subject to the consent of the respective user, with regard to the fact that the processing of personal data is not limited specifically, it is therefore a long-term processing of personal data, where consent from the perspective of the Regulation is required.

3. Processing method

Personal data of the users are processed by the Company in the Company's premises, both manually (in paper documents) and electronically (via software).

In the case of disclosure / transfer of personal data of users to third parties, the Company shall be obliged to ensure the proper processing of personal data by these third parties - processors, including the Company's guarantee for proper and lawful processing of personal data by relevant processors.

For the avoidance of doubt, it is confirmed that the personal data of users processed by the Company pursuant to this Information may only be disclosed to authorized public authorities and institutions or other entities, provided that the conditions specified in the relevant legislation are met.

In connection with the processing of personal data, the Company declares that it has implemented technical and organizational measures to ensure the protection of users' personal data, in particular to prevent unauthorized or accidental access to, alteration, destruction or loss of personal data, unauthorized transmission, other unauthorized processing and other misuse of personal data, even after completion of the processing of personal data.

4. Processing period

The Company will only process personal data for the duration of its consent to the processing of personal data - provided that the user is entitled to withdraw his/her consent at any time. In order to ensure the adequacy of the processing of personal data, the Administrator further expressly states that the personal data of users will be processed by the Company for a period of five (5) years from the date of consent, unless during this period, the user expressly agrees to extend this period or if the legal regulations stipulate a longer period (stipulated by law or by a public administration body under the law).

5. Disposal of personal data

Upon expiry of the aforementioned period of personal data processing, the Company declares that it will dispose of all personal data of users without undue delay, using the appropriate technical and software means.

- (i) In terms of form, physical shredding is carried out at the Company - with the physical removal process being carried out either directly by the Company or by another third party (which, however, will not be disclosed the users' personal before signing the confidentiality obligations);
- (ii) electronic shredding - with the fact that this process consists in deleting the relevant files in the information system - provided that in the case of personal data on tangible media (flash-disk, etc.), these are disposed of by deleting or physically destroying the relevant media

6. Users' rights

Upon a request for information on the processing of personal data, the Company is obliged to disclose information to the extent required by the user and in an appropriate form, pursuant to Article 12 (3) of the Regulation.

If the user requests information about the processing of their personal data or access to the processed personal data, the Company is obliged to transmit this information / relevant personal data without undue delay, usually in electronic form.

Should the user repeatedly require the Company to provide confidential information or provide a copy of the processed personal data without objective reason, the Company shall be entitled to demand the reimbursement of the costs, which should not exceed the administrative costs.

While maintaining the purpose and meaning of the Regulation, the user has also the right to require the Company, in relation to his/her personal data, to (i) rectify, (ii) delete or (iii) limit its processing without undue delay, in accordance with Articles 16 to 20 of the Regulation.

For the avoidance of doubt, the Company explicitly draws the user's attention to the fact that the Company may retain some user information for its own use, however, only after a secure anonymisation has been performed (i.e. creating a state where the resulting information cannot be reassigned in any way to a particular data subject).

For the sake of completeness, the Company informs the user that in case of doubt about the lawfulness and proper processing of personal data, the user may object to the processing of his/her personal data - and may submit the matter directly to the Office for Personal Data Protection for decision.