

Information about personal data processing at VSB – Technical University of Ostrava for job seekers

Why does VSB-TUO process my personal data and what data does it process?

VSB-TUO processes such information about you as a job seeker which you provide namely in your CV or personal questionnaire (incl. e-mail address) sent in electronic or written form. The CV or any other documents sent by the candidate (e.g., a copy of an education document) are processed during the processing time in the form in which the candidate provided them to VSB-TUO, while for the purposes of informing individual responsible employees of VSB-TUO about the candidate and deciding on the acceptance, VSB-TUO is entitled to convert these documents into another form (print, convert them to electronic form, etc.). VSB-TUO processes your personal data on the basis of the legal reason for processing which is necessary for the implementation of measures taken before the conclusion of the contract at the request of the data subject (in the case of accepted candidates) within the meaning of Article 6 par. 1 letter b of EU Regulation 2016/679 (GDPR) and on the basis of the granted consent to process the personal data (in the case of not accepted candidates and further storage of their CVs) within the meaning of Article 6 par. 1 letter b of the above Regulation.

How long does VSB-TUO processes my personal data for?

VSB-TUO processes your personal data for the duration of the selection procedure and after its termination if you have not been selected for the given job position, 3 months - in case the selected candidate is dismissed during the probationary period and there is a need to contact candidates who have placed in the staff selection procedure lower down. After this time, VSB-TUO will store your personal data only with your consent.

Who handles my personal data at VSB-TUO?

Only VSB-TUO employees who are entitled to it due to their job classification handle your personal data at VSB-TUO.

As a personal data subject, I have the following rights:

- **the right to access personal data** – I have the right to request VSB-TUO to provide me with access to my personal data processed in the sense of this document in the form of a statement of all processed personal data in relation to the individual purposes of processing. I am also entitled to request information about VSB-TUO's providers of child's personal data processing.
- **the right to correct personal data** – if VSB-TUO processes data that are inaccurate, I have the right to request their correction
- **the right to delete personal data** – I have the right to request the deletion of my personal data if this data is no longer needed for the purpose of processing or if I have revoked my consent to their processing and there is no other reason for such processing or if I objected to processing and there are no overriding reasons for it or if the data must be deleted due to the fulfilment of the legal obligation of VSB-TUO or if these data have been processed illegally
- **the right to restrict the personal data processing** – I have the right to restrict my personal data processing if an objection to the processing has been raised, their accuracy has been questioned or there is another dispute regarding their processing

- **the right to object to the personal data processing** – I have the right to object to my personal data processing if they are processed for the performance of tasks in the public interest or on the basis of the legitimate interest of VSB-TUO. The personal data processing will be terminated if the reason for processing consisting in the protection of VSB-TUO's interests outweighs my interests and freedoms.
- **the right to file a complaint** – if I believe that VSB-TUO processes my personal data in violation with legal regulations or this document, or if VSB-TUO does not comply with any of the above requirements, I am entitled to file a complaint to the supervisory body, which is the Office for Personal Data Protection (www.uoou.cz).
- **the right to withdraw my consent** – I can withdraw my consent to my personal data processing at any time. Withdrawal of consent does not affect the lawfulness of the processing of personal data until its revocation.

How and with whom can I exercise my rights?

You can exercise your rights as follows:

- by sending a request via the **data box**,
- sending the application by **e-mail with an electronic signature**, based on a qualified certificate issued by a certification authority recognized in the Czech Republic,
- a written request sent by **post, provided with a verification clause** for legalization.

Can I ask VSB-TUO for an explanation why it processes my personal data?

Yes, this is also one of the rights you have as a personal data subject. Requests or inquiries of this type should again be directed to the VSB-TUO Personal Data Protection Commissioner who handles them.

How will VSB-TUO verify that the submitted application is genuine?

As soon as the application requesting the exercise of your rights is received, we begin to deal with it. For security reasons, we may ask you to prove your identity and additionally provide some information to ensure that the application is not fraudulent.

How long will it take to process my application?

Your applications will be processed by VSB-TUO as soon as possible, but not later than one month from the date of their delivery. With regard to the complexity or number of received applications, VSB-TUO is entitled to extend the deadline for processing the application by up to two months of which the candidate will be informed in writing in advance.

How much will VSB-TUO charge for processing my application?

VSB-TUO handles your requests free of charge. Only if the request is disproportionate, manifestly unfounded or repeated, VSB-TUO may charge the candidate a fee taking into account the administrative costs associated with providing the required information or performing the required actions in accordance with the GDPR Regulation.

Do I have the right to file a complaint regarding my personal data processing?

In case of failure of your grievance or complaint regarding the processing of your personal data submitted to VSB-TUO, you can contact the supervisory body which is the Office for Personal Data Protection located at Pplk. Sochora 27, 170 00 Prague 7 (<https://www.uoou.cz/>).