

## Privacy Policy Hagen Human Capital s.r.o.

### Introduction and key terms:

- **Provider** or **we** means Hagen Human Capital s.r.o., Id. No.: 032 57 550, with its registered office at Václavské náměstí 838/9, Nové Město, 110 00 Prague 1, Czech Republic, as a provider of recruiting services, consultancy and other employment-related services (**Services**) which are provided through the website <http://hagenhc.com> (**Website**) and by other means.
- **Candidate** means any individual who has contacted the Provider to seek the job search services or other Services.
- **Employer** means anyone who engages the Provider for recruiting or for other Services.

Please read how we process your personal data if you are a Candidate or a representative of an Employer (**you**). This document provides important information about your rights.

### Who will process your data

Data controllers are: (i) Provider and (ii) the Employer, about whose job offer you are interested, whether you show your interest through the Website or otherwise in communication with the Provider. Each of the Provider and Employer is referred to as the **Data Controller**. You may reach each of the Data Controllers at their registered address or at the email [info@hagenhc.com](mailto:info@hagenhc.com).

### Why Data Controllers process your data and what personal details are involved

We as the Provider process your data for the following purposes:

(1) To provide our Services: In order to fulfill our contractual obligations which we have towards you, we need to process information about you and share it with the selected Employers. This is the fulfillment of the contract between you and us. For this purpose, we may use your data that you have provided to us or will provide in communication related to our Service, in particular your CV. If you are a representative of the Employer, we process your contact details in order to connect the Employer which you represent and the Candidate. That is our legitimate interest.

(2) To protect our rights. In particular, we store details of our mutual agreement about the Services. Such purpose is our legitimate interest and we may use in particular information about your use of the Services.

(3) To comply with our legal duties. For example, to comply with our tax duties, with need to store details of our cooperation.

(4) The **Employer** processes your data to negotiate your employment contract. That is a step taken prior to the entry into a contract with you at your request. Specifically, by showing your interest in a job offer by a particular Employer, you are requesting the opening of negotiations on an employment contract. Until you conclude the employment contract, the process is a non-binding and you can terminate the negotiation at any time. For this purpose, the Employer may use your data that you have provided to us or will provide in the future when using our Services.

### How long will we process your data

Data according to subparagraph (1) - providing Services - will be processed throughout the term of our cooperation.

Data according to subparagraph (2) - protecting our rights - will be processed for 10 year after the termination of our cooperation.

Data according to subparagraph (3) - compliance with legal duties - will be processed as required under applicable laws.

Data according to subparagraph (4) - negotiating your employment contract - will be processed by the Employer until you enter into an employment contract and if you do not enter into an employment contract within 12 months from the first contact between you and the Employer, the Employer will stop processing your data 1 month after the last communication from you to the Employer.

The Employer may further process your data beyond the above purpose provided that (i) the Employer has a lawful basis for such processing, which may include your consent, and (ii) you have received the mandatory information about such processing.

### **To whom we may transfer your data**

We may transfer your data to the selected Employers about whose job offer you are interested and to various processors who provide us with IT, marketing and other support services, always in accordance with the above-mentioned purposes. If we transmit your data outside of the EU, protection of the data will be ensured under standard contractual clauses or under the Privacy Shield arrangement as applied to USA. Additional information may be obtained on the European Commission's websites.

### **Your rights**

Legal rules on personal data protection guarantee you various rights in the area of personal data protection: In the scope guaranteed by legal rules on personal data protection - especially [GDPR](#) – You may request access to your data from us (information about what your specific data we process and how do we work with them), rectification, restriction of the processing your data (which means that we do not delete the data but we will not work with them); you may request data deletion (always if the legal conditions are met); and you also have the right to object to the processing of data and you may exercise your right to data portability. To exercise any of these rights, contact us via above mentioned contact details - the easiest way is to send us an email to [info@hagenhc.com](mailto:info@hagenhc.com) and we would be glad to help you exercise your rights. If you believe that we are violating legal rules by processing your personal data, you have the right to lodge a complaint with the national supervising authority.

Objections against processing: If you do not agree with using your data to sending newsletters, you may refuse it. The easiest way is to use the link that is in each newsletter, or you can send us an objection by e-mail or letter and, if technically possible, even when you register. If you refuse such processing, we will stop sending you newsletters. You may also refuse other processing based on a legitimate interest and we will limit processing, unless we prove serious and qualified legitimate reasons for processing.