

## INFORMATION SHEET ABOUT THE PROCESSING OF CANDIDATES' PERSONAL DATA

### Why are we presenting you with this information sheet about the processing of candidates' personal data?

The company IKEA Purchasing Services (Czech Republic) spol. s r.o. with its registered seat at Řevnická 170/4, Třebonice, Praha 5, Postal Code 15521, the Czech Republic, ID No.: 18628664, registered in the Commercial Register maintained by the Municipal Court in Prague under file No. C 2433 (the "**Company**") is presenting you with this information sheet on the processing of personal data that clarifies what we do to ensure the confidentiality and security of your personal data. The purpose of this document is to provide you with information about what personal data we collect, the grounds based on which we collect it, how we treat it, from which sources we collect it, the purposes for which we use it, to whom we can transfer it, where you can get information about the personal data we process, and how we keep it secure.

### The Company as the controller of your personal data

The Company is the controller of your personal data. Being a controller of personal data means that the company respects the principles of personal data processing and treats your personal data solely in accordance with applicable laws, decides on the purpose and means of the processing of your personal data, and ensures that your personal data is properly secured.

### Why do we process your personal data?

When you apply for a job at our Company, you create a profile on our website, or provide our Company with your CV or demand for a job in other ways (through job portals, electronically, in writing, through our recruitment form etc.), you provide us with your personal data, which we process within the process of recruitment and selection of our new employees.

### Which personal data do we process?

The Company may process the following personal data or categories of personal data. This does not necessarily mean that we process all of the below listed data for each individual candidate. Note that the list of examples may not be exhaustive.

- First name, last name
- Gender
- Academic title
- Permanent residence, temporary residence
- Country of citizenship
- Date and place of birth, birth number
- Native language
- Phone number
- E-mail address
- Education
- Driving License
- Information listed in the attachment to your answer to the job application / request / demand for job
- Work experience / information on previous employment
- Evidence at the employment office
- Photographs / videos (if provided as an attachment of your CV)
- Salary expectations
- Notes from the interview process (such as your hobbies, motivations and interest and our assessment of you as a candidate)

### Based on what grounds do we process your personal data?

The Company processes your personal data only based on legal grounds. Unless otherwise stated, we process the candidates' personal data in order to take steps prior to entering into an employment or similar contract or based on their consent. We also may keep your personal data in order to protect our legitimate interests, for example in case of a legal dispute initiated by the candidate, in such a case, the processing is based on the legitimate interest of our Company as a personal data controller.

### What purposes do we process your personal data for?

The Company processes your personal data in order to provide for a recruitment process that includes, inter alia, a response to your application and communication with you during the recruitment process. We also process your personal data in connection with the assessment of your application and the information you provide us related to the application for a specific position. Our website, or websites of job portals which we cooperate with, allow you to add attachments to your demand for a

specific position. You provide us with these attachments voluntarily, and personal data contained therein will be processed only for the purpose of assessing your suitability for the position.

**How long do we keep your personal data for?**

We only process personal data for the period of time that is necessary for the purpose for which we are processing it. We continuously assess whether the need to process certain personal data for certain purposes is still valid. When we find that your data is no longer necessary for any of the purposes for which it was processed, we discard it. It is our policy to discard data within a maximum of 3 years after you have been refused as a candidate for a particular position so that we can protect our rights and legitimate interests in any dispute relating to admission to employment. In case of your consent we process your personal data for recruitment purposes for 3 years.

**Whom do we transfer your data to?**

In most cases, the Company does not share your personal data with anyone outside the Company or the IKEA group. Personal data processed as per this information sheet may further be provided to state authorities, institutions or other entities, if the conditions specified by legal regulation are met. Should it be necessary to fulfill the purpose of processing personal data or necessary to fulfill the Company's obligations, or should it arise from your consent, the Company may transfer your personal data to external suppliers who support us in the recruitment process.

**What are your rights?**

You have the right to be fully informed about the processing of your personal data. You have the right to know whether we process your personal data, what personal data we process, and to obtain information about the purpose and nature of the processing of your personal data and the recipients of personal data. You also have the right to have the processing of your personal data restricted, to have incorrect personal data rectified and to have incomplete personal data completed. You have the right to erasure of personal data. You have the right to data portability. You have the right to raise an objection to the processing of personal data directly with the controller, i.e. the Company. You may also address your claim, complaint or other query directly to the Office for Personal Data Protection, with its registered seat at Pplk. Sochora 27, 170 00 Prague 7, phone: +420 234 665 111, e-mail: [posta@uoou.cz](mailto:posta@uoou.cz). Detailed information on your rights are available at <https://www.uoou.cz/6-prava-subjektu-udaj/d-27276>.

**Contact information of the data protection officer**

Should you have any questions regarding the processing of your personal data, please contact our data protection officer of IKEA group, e-mail: [data.privacy@inter-ikea.com](mailto:data.privacy@inter-ikea.com) or the Human Resources Department of the Company.