

DATA PROTECTION MEMORANDUM

CANDIDATES

From: The **company to which you're applying or have applied for a job** (stated at the top of the relevant job application form at <http://www.rockawaycapital.com/en/get-job/> which has referred you to this Memo),
as data controller (to which we will from now on refer as the "**Company**" or simply as "**we**")

To: **You**, as data subject

Version: 1.0

Dearest candidate,

We recognize the fact that your personal data belong to you and no one else. Therefore, we consider it our highest priority to keep you well informed about how we treat your personal information. This data protection memorandum ("**Memo**") is intended to give you a full overview of how we process your personal data from the moment you start participating in the recruitment process concerning a certain open position with us all the way till the end of the recruitment process and beyond. This Memo applies to you no matter if such recruitment process is related to a regular job or an internship with us, and for the sake of simplicity we'll just call whatever you're applying for a 'job'.¹

1. WHO IS RESPONSIBLE FOR YOUR PERSONAL DATA?

The organization which decides how your personal data should be processed and is responsible for ensuring that your privacy rights are always respected (the so-called data controller) is the **Company**, being the organization to which you're applying or have applied for a job. Please see section 8 below to read about how you can contact the Company.

2. WHAT PERSONAL DATA DO WE PROCESS?

We process the following categories of personal data relating to you starting from the moment you join the recruitment process concerning an open position with us:

Category of Personal Data	Description
Identification Details	This includes in particular your name, date of birth, and photographs which you might send us e.g. as part of your CV.
Contact Details	This includes in particular your contact address, phone number and e-mail address.
Professional Details	This includes in particular details about your education (both official and by means of training courses and similar), relevant

¹ **Legalese Notice:** This Memo should be understood as the Company providing you information related to data processing as data controller within the meaning of Arts. 13 and 14 of the [EU General Data Protection Regulation](#) ("**GDPR**").

Category of Personal Data	Description
	skills, prior work or other relevant experience, CVs, motivational letters and employer references.
Assessment Details	This includes all data we note down throughout the recruitment process about your fitness for the position applied for, your performance at interviews, assessment centers and tests, and your cover letter sent as part of your on-line application via the form at http://www.rockawaycapital.com/en/get-job/ (if applicable).

3. WHY DO WE PROCESS YOUR DATA AND WHAT ALLOWS US TO DO SO?

Broadly speaking, we use your information in two ways: first, we keep it to be able to perform the recruitment process and evaluate if we'll get along, and second, we might use it to get in touch with interesting job openings even if we don't end up working together – with your consent. The following lists all purposes and legal bases for our processing activities.

3.1 During the Recruitment Process

If you **take part in the recruitment process** pertaining to an open position at our Company, we'll have to process the following categories of personal data relating to you for the purposes and on the legal basis stated below:

Category of Personal Data	Purpose of Processing	Purpose Description
Identification Details	Performance of Recruitment Process	We use this information to be able to carry out the recruitment process with you , which inherently includes appropriate candidate assessment . In particular, collecting this personal data enables us to invite you to interviews, communicate with you about your results and other things related and determine whether or not we're going to be the right fit for each other professionally.
Contact Details		
Professional Details		
Assessment Details		

* The purposes of processing indicated in the column 'Purpose of Processing' should rather be understood as *categories* of processing purposes, whereas the *details* of the individual processes are described in the column 'Full Purpose Description'. The names of categories of processing purposes are used throughout this Memo as shortcuts so we don't have to write out each individual processing purpose repeatedly.

We are allowed to process the personal data in the manner described because it's a **necessary measure towards reaching an agreement between you and us** (e.g. an employment or other cooperation contract).

3.2 After the Recruitment Process

Depending on whether and to what extent you **choose** to give us your **prior consent**, we'll be able to process some of your personal data **even after the end of the recruitment process** to **(a)** send you relevant offers for jobs with us (i.e. the Company to which you are now applying or have applied to) and/or **(b)** enable other companies to send you relevant offers for relevant jobs with them, too (see further below). Whether or not you choose to give us any of your consents has **no effect on our evaluation of your performance during the recruitment process**:

(a) Offers of Future Jobs with Us – with Your Consent Only

Category of Personal Data	Purpose of Processing	Purpose Description
Identification Details	Company Job Offers	With your prior consent , we will have the option to save this personal data in our candidate database and contact you with future offers of jobs with us (i.e. the Company to which you are now applying or have applied), which we think may be relevant to you, for 2 years from the date your recruitment process ended.
Contact Details		
Professional Details		

Please note that even if you give us your consent with respect to the processing described above, **you may withdraw it at any time** in the manner described in section 8 below. Withdrawing your consent doesn't affect the lawfulness of processing based on such consent before you withdrew it.

(b) Offers of Future Jobs with Other Companies – with Your Consent Only

Category of Personal Data	Purpose of Processing	Purpose Description
Identification Details	External Job Offers	With your prior consent , we will have the option to provide this personal data to certain other companies (see section Chyba! Nenalezen zdroj odkazů . below for details) so that they can save and/or have access to the data in a candidate database and contact you with future offers of jobs with such companies which they think may be relevant to you, for 2 years from the date your recruitment process ended.
Contact Details		
Professional Details		

Please note that even if you give us your consent with respect to the processing described above, **you may withdraw it at any time** in the manner described in section 8 below. Withdrawing your consent doesn't affect the lawfulness of processing based on such consent before you withdrew it.

4. WHO ELSE HAS ACCESS TO YOUR DATA?

Whenever necessary for the attainment of the processing purposes described in section 3 above, we might have to share some of your personal data with the following types of recipients:

4.1 Potential Employers

If you've given us your consent to processing for the purposes of External Job Offers (see section 3.2(b) above), the following companies may have access to the relevant groups of data relating to you and assume the role of a data controller towards you:

- Internet Mall, a.s., ID No.: 262 04 967;
- VIVANTIS a.s., ID No.: 259 77 687;
- CZC.cz s.r.o., ID No.: 256 55 701;
- Košík.cz s.r.o., ID No.: 030 23 877;
- Uložěnka s.r.o., ID No.: 242 99 162;
- EUROMEDIA GROUP, a.s., ID No.: 497 09 895;
- Invia.cz, a.s., ID No.: 267 02 924;
- Heureka Shopping s.r.o., ID No.: 023 87 727;
- Chytrý Honza a.s., ID No.: 290 48 770;
- Storyous.com s.r.o., ID No.: 242 50 856;
- Sully system a.s., ID No.: 041 96 830;
- Bileto Technologies s.r.o., ID No.: 038 86 450;
- BRAND EMBASSY LTD, ID No. (UK): 07814317;
- other companies from the Rockaway group stated at <https://www.rockawaycapital.com/en/portfolio/>; and
- ROC services, s.r.o., ID No.: 243 53 273.

4.2 Other Persons and Organizations with Access

Alongside the companies mentioned above, it is inevitable that the following types of persons and organizations will, to some extent, have access to your data:

- cloud service providers (e.g. Google or Microsoft);
- other technical or support services providers (e.g. software providers, online test operators, assessment center organizers etc.);
- persons working at or closely with our Company and, if applicable based on your consent, the companies as per section **Chyba! Nenalezen zdroj odkazů.** above; and
- ROC services, s.r.o., ID No.: 243 53 273.

To the extent any of the foregoing recipients process your data outside of the European Economic Area, we ensure that adequate protection is safeguarded contractually using the model clauses issued by the European Commission or otherwise.

5. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Unless your data is erased prematurely (e.g. because you've withdrawn your consent with its processing), this is how long we store your personal data:

(a) **By Default**

Unless you choose to give us your consent with processing for the purposes of Company Job Offers (see section 3.2(a) above) and/or External Job Offers (see section 3.2(b) above), **we will erase your personal data within 2 weeks from the end of the recruitment process.** We will erase your Assessment Details within that period no matter if you've given us the abovementioned consents or not.

(b) **With Your Prior Consent**

If you choose to give us your consent with processing for the purposes of Company Job Offers (see section 3.2(a) above) and/or External Job Offers (see section 3.2(b) above), we and any further companies who have received your data for the purposes of External Job Offers (if applicable, depending on the existence of consent) will **erase the relevant personal data after 2 years from the end of the recruitment process.**

6. WHERE DO WE GET YOUR PERSONAL DATA?

We get your **Identification Details, Contact Details** and **Professional Details** mostly from yourself, but occasionally also from professional networking websites (e.g. LinkedIn), recruitment agencies and websites (e.g. Human Capital Advisory Group, Grafton Recruitment, COCUMA, Jobs.cz, executivejob.cz, Techloop.io, AirJobs.cz, and similar), as well as persons who know you and put in a good word for you. We either derive your **Assessment Details** from your performance at interviews, tests and assessment centers, or obtain them from persons or organizations who hold tests or assessment centers on our behalf.

7. WHAT RIGHTS DO YOU HAVE IN RELATION TO YOUR PERSONAL DATA?

As the sole proprietor of your personal data, you have multiple rights which you can use to maintain or regain full control of them whenever you deem fit:

7.1 **Right to Access**

You have the right to know all there is to know about how we process your personal data as well as your rights connected with such processing. While this Memo should answer most of your questions already, you may at any time ask us for confirmation as to whether or not we process (certain) personal data concerning you – if indeed we do, you are entitled to full information about such processing activity. The right to access includes the option to request a copy of all personal data concerning you which we process; we'll give you the first copy for free and only charge you a fee for any further copies.

7.2 **Right to Correction**

We all make mistakes sometimes. Should you ever notice that some of the personal data concerning you and processed by us is inaccurate or incomplete, you have the right to demand that we correct or supplement it without undue delay.

7.3 Right to Be Forgotten

In some cases you have the right to demand that we erase your personal data. We are obliged to do so if:

- (a) we no longer actually need the personal data for the purposes for which it was originally processed;
- (b) you have withdrawn your consent with the processing of the data and no other legal basis exists for such processing;
- (c) you have objected to a certain processing activity performed by us based on our legitimate interests and we conclude that such legitimate interests no longer exist; or, as the case may be, you have objected to a processing activity used for direct marketing; or
- (d) the processing activity in question has been or has become unlawful.

Please beware that your right to erasure isn't absolute even if one of the conditions above is met – we may have the right to keep some of your personal data if this is necessary for the fulfilment of our legal obligations or for the protection of our legal claims.

7.4 Right to Restriction of Processing

In some circumstances you may have the right to demand that we limit the processing of your personal data (other than erase it altogether). This means that we will have to set your data aside and stop processing it for the time being, but not forever (that would be where the **right to erasure** comes in). We are obliged to restrict processing:

- (a) if you dispute the accuracy of the personal data processed, until we can verify the accuracy and make corrections, if needed;
- (b) if our processing of your personal data has been or has become unlawful (e.g. because it is excessive for the respective purpose) but you don't want us to erase it (perhaps because you do need us to have it for later purposes);
- (c) if we no longer need the personal data, but you require it to be able to protect your legal claims; or
- (d) if you **object to a processing activity**, in which case we will suspend the processing while we investigate the merits of your objection.

7.5 Right to Data Portability

You have the right to obtain all such personal data concerning you and collected or otherwise processed by us based on your consent. If you invoke this right, we will be obliged to provide you all such data in a structured, commonly used and machine-readable format (XLS, PDF or similar). Your data portability right only applies to data which we process automatically.

7.6 Right to Object

You may object to any processing performed based on our legitimate interests. If the processing at issue is conducted for direct marketing purposes, we'll stop the processing activity immediately; in

other instances we'll first investigate the merits of your objection and cancel the processing if we find that we have no substantial legitimate interests to continue with the processing activity.

7.7 Right to Lodge a Complaint

Regardless of any other rights you might invoke, you may always file a complaint with the competent supervisory authority. This is especially so if you feel that your personal data is being processed unlawfully. Should you wish to lodge a complaint against processing performed by us, the competent authority would be the **Czech Office for Personal Data Protection (Úřad pro ochranu osobních údajů)** located at Pplk. Sochora 27, 170 00 Prague 7, Czech Republic.

8. WHERE AND HOW DO I INVOKE MY RIGHTS?

If you have a question about our data protection policy or your rights under it, wish to **exercise any of your rights under section 7**, want to **withdraw your consent** with the processing of personal data or simply **need to get in touch** in a related matter, **please follow the instructions** of the Company stated on the **relevant job application form at www.rockawaycapital.com/en/get-job/** which brought you here.

We'll do our best to deal with your query as fast as we can, but in any event within one month. Since we're no automated tech-giant, please understand that some of the more complicated queries might exceptionally take us up to two more months to sort out – but we'll obviously let you know if this happens to be the case.

Please note that we may only advise you on your rights within the context of the personal data which pertains to you and is processed by us; we highly encourage you to seek independent legal advice on any and all other matters.