**Personal Data Processing: Information for Job Applicants**

Palacký University Olomouc, with its registered office at Křížkovského 8, 779 00 Olomouc, Czech Republic (hereinafter “Employer“) **processes the personal data of job applicants** (hereinafter “job applicants”) under Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - hereinafter “GDPR”) as the controller.

In accordance with Articles 5 and 6 of the GDPR, all personal data provided by you in any form **are only processed for the purpose of preparing and holding an open competition for the position that you apply for; such data are processed only by such employees of the Employer who are responsible for the preparation of, implementation of and decision-making in the open competition.** The forms of processing your personal data include, without limitation, collection, recording, organisation, structuring, storage, adaptation or alteration, consultation, use, alignment or a combination, restriction, erasure or destruction, for the sole purpose of the preparation and implementation of the respective open competition.

**The legal basis** for processing your personal data by the Employer includes:

1. **Article 6(1)(b) of the GDPR, i.e. processing is necessary to take steps prior to entering into a contract;** the personal data are processed at your request expressed as your job application; the Employer processes your personal data on this legal basis until the purpose of the open competition is achieved, i.e. until the respective vacancy is filled;
2. **Article 6(1)(f) of the GDPR, i.e. processing is necessary for the purposes of the legitimate interests pursued by the Employer**, except where such interests are overridden by your interests or fundamental rights and freedoms; under this legal basis the Employer will store your personal data for the period set below; the Employer believes that it is the Employer’s legitimate interest to store your personal data even after the end of the open competition process in order to keep data necessary to enforce the Employer’s rights in proceedings on employment-related administrative delicts that may be instituted against the Employer, or complaints under Act No. 198/2009 Sb., on equal treatment and on remedies against discrimination, as amended.

**You have provided your personal date on a voluntary basis;** if you refuse to provide data necessary for proper administration of the open competition for which you have applied, the Employer will not be able to make your proper identification and invite you for the open competition; if you refuse to provide data necessary to enter into employment, the Employer may not be able to enter into employment with the successful applicant.

The Employer **will not provide** your personal data **to third parties**.

If you have not entered into employment with the Employer, the Employer will store your personal data for a maximum period of 3 years which begins running on the first day of the calendar year following the year when the open competition is completed. Thereafter, the Employer will erase your personal data (unless employment has been entered into); you will not be informed of such an erasure.

Please note that the Head of the Rector’s Office of Palacký University Olomouc, Křížkovského 8, 779 00 Olomouc acts as the **UP** **data** **protection officer.**

Please be advised of your **rights under Article 13 of the GDPR, or as the case may be, under Articles 15-22, 34 and 77 of the GDPR:**

**Under Article 15 of the GDPR, you may obtain confirmation from the Employer as to whether or not your personal data are being processed, and, where that is the case, you may obtain access to the personal data and the related information defined in Article 15(1)(a)-(h) of the GDPR. You may be provided with one free copy of the processed personal data provided that the requirements of Article 15 of the GDPR are met.**

**Under Article 16 of the GDPR you may obtain rectification of your inaccurate personal data, or have incomplete personal data completed.**

**Under Article 17 of the GDPR, you may obtain from the Employer the erasure of your personal data without undue delay in compliance with Article 17.**

**Under the conditions stipulated in Article 18 of the GDPR, job applicants may request that the Employer restrict the processing of personal data.**

**Under the conditions stipulated in Article 20 of the GDPR, you have the right to data portability.**

**Under the conditions stipulated in Article 21 of the GDPR, you have the right to object to the processing of your personal data.**

**Under the conditions stipulated in Article 34 of the GDPR, you are entitled to be informed of a personal data breach provided that such a breach is likely to result in a high risk to the rights and freedoms of natural persons.**

**Under Article 77 of the GDPR you may lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes the GDPR.**

**For further information on your rights in relation to personal data processing, please consult Articles 15-22 and Article 34 and 77 of the GDPR.**