

## Privacy notice for visitors to the Jungmannova branch, Prague

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### 1. INTRODUCTION

This privacy notice applies to the processing of personal data we collect when you visit our branch in person at **Jungmannova 26/15, Prague 1**.

Your privacy and the security of your personal data is important to Randstad HR Solutions s.r.o. and/or Randstad Services s.r.o. and the rest of the Randstad Group companies. We are responsible for ensuring that all personal data entrusted to us is processed in accordance with applicable data protection legislation.

This notice explains who we are, for what purposes we may use your personal data, how we handle it, to whom we may disclose it such as clients, service providers and/or other Randstad Group Companies, where it may be transferred to or accessible from and what your rights are.

### 2. O SPOLEČNOSTI RANDSTAD

Randstad HR Solutions s.r.o. (referred to in this notice as: "Randstad HR Solutions") and Randstad Services s.r.o. (referred to in this notice as: "Randstad Services") (both companies jointly and/or separately referred to in this notice as: "we" or "us" or "our companies") will process your personal data in accordance with this data protection notice (such personal data sometimes also referred to as "information").

Please contact us (see the section "Contact us" below) if you want to know more about any jointly-controlled processing activities or would like to receive a summary of the joint controllers' roles and responsibilities and/or exercise your data protection rights regarding any jointly-controlled processing of your personal data.

Also please note that our companies have appointed a data protection officer (DPO) who may be contacted by email at [osobniudaje@randstad.cz](mailto:osobniudaje@randstad.cz) or in writing by mail sent to the address of our companies.

### 3. PERSONAL DATA OF VISITORS

We will process your personal data if you visit our branch. The joint controllers are Randstad HR Solutions and Randstad Services.

#### 3.1. What personal data do we collect

When you visit our branch, we may process the following personal data:

- **CCTV footage** – We may process audio-visual recordings of you that we obtain through our CCTV camera monitoring systems.
- **Visitor information** – When entering our premises for security reasons, we may collect data such as your name, contact details, vehicle registration number, and require proof of identity, etc. If required by law for health and safety reasons, we may also ask you to provide information about your health (including information related to viral infections, influenza, etc.).
- **Special categories of data**, such as:
  - **Health information** – Health information, particularly data related to injuries and risk exposure, accident reports, disabilities, illnesses, absences, and maternity leave in accordance with legal requirements, and COVID-19 test results as required by law.

To the extent that we process these special categories of data, we will protect, secure, and use this data in a manner consistent with this notice and applicable legal regulations.

### 3.2. Why do we need your personal data

Our companies process your personal data only for the purposes specified below:

Purposes for which we process your personal data	Legal grounds for the processing of your personal data
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- |   |   |
|---|---|
| • Health and Safety Management  | • The processing is necessary for the legitimate interests of Randstad, which include the protection of the company's employees and property, the protection of its legal interests, and the management of legal claims/disputes. |
| • Dispute Management and Litigation   | • The processing is necessary for the legitimate interests of Randstad, which include the protection of company property, the protection of its legal interests, and the management of legal claims/disputes.                     |
| • For the purposes of facilities, security, and emergency planning  | • The processing is necessary for the legitimate interests of Randstad, which include the protection of our property, our facilities, information systems, and employees.   |
| • Collection of evidence for relevant authorities (courts and the Police of the Czech Republic in case of criminal offenses, municipal authorities in case of misdemeanors) | • The processing is necessary for the legitimate interests of Randstad, which include the protection of the company's employees and property, the protection of its legal interests, and the management of legal claims/disputes. |

### 3.3. How long we keep your personal data

We will store CCTV recordings for **72 hours**. We may also store your personal data after this period if it's necessary in connection with any actual or potential dispute (e.g., we need this personal data to prove or defend legal claims); in such a case, we will store your personal data until the dispute is concluded.

## 4. WITH WHOM DO WE SHARE YOUR PERSONAL DATA

We may share your personal data:

- with **other entities of the Randstad group** of companies. We are part of a multinational group of companies and sometimes we may share personal data with other Randstad groups of companies for the purposes of efficient management of business, compliance with legal and regulatory requirements and to provide our Services to you (include as matching) and to our clients. For an overview of these entities, click [here](#).
- with **third party providers of IT-related services** (e.g. we use an external provider to support our IT-infrastructure; e.g. an important part of our software and databases sit in a cloud-environment which is operated by a third party service provider).
- with **providers of other necessary services** (e.g. security).
- with **law enforcement authorities, courts and regulatory authorities** (e.g. as part of a criminal investigation police services may require us to disclose personal data to them).

When we share your personal data as described above, such personal data may be transferred both within and outside the European Economic Area (EEA).

In the event that we transfer your personal data internationally, we will only do so in line with applicable law, and we will require that there is an adequate level of protection for your personal data, and that appropriate security measures are in place.

Your personal data may be transferred from countries located within the EEA to countries located outside of the EEA (such as the United States). In such cases, we will require that the following safeguards are observed:

- The laws of the country to which your personal data is transferred ensure an adequate level of data protection. Click [here](#) for the list of non-EEA countries that, according to the European Commission, provide an adequate level of data protection; or
- The transfer is subject to standard data protection clauses approved by the European Commission. More information about those data protection clauses is available [here](#); or
- Any other applicable appropriate safeguards under article 46 of the EU General Data Protection Regulation (2016/679).

For more information about the safeguards that we have implemented to protect your personal data internationally, please contact our DPO at [osobniudaje@randstad.cz](mailto:osobniudaje@randstad.cz).

## 5. HOW WE WILL PROTECT YOUR PERSONAL DATA

We have technical and organizational security measures in place to protect your personal data from being accidentally lost, used, altered, destructed, disclosed or accessed in an unauthorized way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your personal data are governed by Randstad's rules for information and IT security, data protection and other internal regulations and guidelines applicable to the processing of personal data.

We have procedures in place to deal with data security incidents and to comply with legal requirements applicable to the detection, handling and notification of personal data breaches.

## 6. YOUR DATA PROTECTION RIGHTS

You have the following rights regarding your personal data:

Rights	What does this mean?
1. Right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights. This is why we are providing you with the information in this notice.
2. Right of access	You have the right to access the personal data we keep about you – this is because we want you to be aware of the personal data we have about you and to enable you to verify whether we process your personal data in accordance with applicable data protection laws and regulations.
3. Right to rectification	If your personal data is inaccurate or incomplete, you have the right to request the rectification of your personal data.
4. Right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your personal data where there is no compelling reason for us to keep it. This is not a general right to erasure, there are exceptions.
5. Right to restrict processing	You have rights to 'block' or suppress further use of your personal data in certain circumstances. When processing is restricted, we can still store your personal data, but may not use it further. We keep lists of people who have asked for further use of their personal data to be 'blocked' to make sure the restriction is respected in future.
6. Right to data portability	You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances. In addition, where certain conditions apply, you have the right to have such personal data transferred directly to a third party.
7. Right to object to processing	You have the right to object to certain types of processing, in certain circumstances. In particular, the right to object to the processing of your personal data based on our legitimate interests or on public interest grounds; the right to object to processing for direct marketing purposes (including profiling); the right to object to the use of your personal data for scientific or historical research purposes or statistical purposes in certain circumstances.
8. Right to withdraw consent	If our processing of your personal data is based specifically on your consent, you have the right to withdraw that consent at any time. This includes your right to withdraw consent to our use of your personal data in the context of voluntary registration in our register of candidates. You may withdraw your consent to the processing of your personal data by sending a written statement to our companies or by email to <a href="mailto:osobniudaje@randstad.cz">osobniudaje@randstad.cz</a> . Alternatively, by visiting any branch or headquarters of ours.

Please note that any consent is completely voluntary. Participation in any recruitment procedure is not conditional on registration in our registry of candidates.

9. Right to object to automated decision making    You have the right not to be subject to a decision based solely on automated Processing, including profiling, which produces legal effects for you or similarly significantly affects you. Automated decision making takes place when an electronic system uses personal data to make a decision without human intervention. This is not a general right to object, there are exceptions. For example, we are allowed to use automated decision making where it is necessary to perform a contract with you and appropriate measures are in place to safeguard your rights. For further information, see the section "Innovative HR technologies".

You can exercise your rights by email [atosobniudaje@randstad.cz](mailto:atosobniudaje@randstad.cz) or in writing by mail sent to the address of our companies.

We will handle your request with special care to ensure your rights can be exercised effectively. We may ask you for proof of identity to ensure that we are not sharing your personal data with anyone else but yourself!

You must be aware that, in particular cases (for instance, due to legal requirements) we may not be able to make your request effective right away.

In any case, within one month from your request, we will inform you on the actions taken.

You have the right to lodge a complaint with a supervisory data protection authority: Úřad pro ochranu osobních údajů, with its registered office at Pplk. Sochora 27, 170 00 Praha 7, [www.uoou.cz](http://www.uoou.cz).

## **7. CHANGES TO THIS DATA PROTECTION NOTICE**

We may update this notice from time to time. You can see the date on which the last change was made below in this notice. We advise you to review this notice on a regular basis so that you are aware of any changes.

## **8. CONTACT US**

If you have any questions about this policy or any privacy concerns, or would like to exercise your rights, or obtain further information about the safeguards we have in place so that your personal data is adequately protected when transferred outside Europe, please contact our DPO at [osobniudaje@randstad.cz](mailto:osobniudaje@randstad.cz).