



Personal Data Protection at MND Group – Human Resources Management

Information for Employment and Internship Applicants

(Issued as of May 22, 2018. This document will be continually updated.)

If you are applying for employment, internship, practical training, etc. at MND a.s. or any other MND Group company (hereinafter “**MND Group**”), the following information will assist you in understanding the way in which we will use your personal data, which we have requested from you in that relation (hereinafter “**data**”), including your consent to the processing thereof. We guarantee that your data will be handled with due care and in accordance with relevant mandatory regulations statutory provisions (Regulation of the European Parliament and of the Council (EU) 2016/679, Act No. 101/2000 Czech Coll., on Personal Data Protection). Your data will never be misused in any way or sold to third parties.

Your consent to the processing of personal data applies to Human Resources management only.

Your consent is given to members of MND Group which consists of the companies MND a.s. (ID No. 28483006), MND Drilling & Services a.s. (ID No. 25547631), MND Gas Storage a.s. (ID No. 27732894), MND Energy Trading a.s. (ID No. 29137624), and others. For an updated list of current members, including contact information for individual MND Group companies, see <http://mnd.eu/en/contacts>. Your data controller will invariably be the MND Group company which has advertised the selection procedure for a given position; however, the processing of such data may also be carried out by another MND Group company.

Your data will be processed and shared within MND Group for the purposes of the recruitment procedure and/or negotiations of an employment contract between you and MND Group. The data may be processed in a variety of ways, but always only to the extent necessary for the given purpose. We will not apply automatic processing, profiling or similar data processing methods, nor shall we process special categories of personal data. MND Group has adopted and actively maintains technical and organizational measures necessary to ensure that your data and privacy are protected. Your data will be made accessible only to selected recipients, personnel authorized with respect to Human Resources management and senior staff. The data will be safeguarded against loss, misuse, or accidental/unauthorized access by third parties, regardless of the form in which they are stored.

In addition to the data received directly from you, we may process your data and other information collected within MND Group, including public data and data provided by third parties. This concerns, for example, information on your employment history, criminal background check, etc.

Your data will be processed and kept for the duration of the recruitment procedure and for up to 1 year following its conclusion for the purposes of [a] offering unsuccessful applicants an alternative suitable position, and [b] protecting MND Group interests in the event of a dispute. Unsolicited personal data received outside of our web interface will be retained for a period of 1 year.

Rights of the Data Subject

(1) Right of access: You may request a confirmation from us as to whether or not your personal data are being processed, and, whether that is the case, request access to your personal data and the following information from the controller: the purpose of the processing, the category of personal data concerned, the planned processing period, the existence of the right to request rectification or erasure of personal data or restriction of processing of

personal data or to object to such processing, the right to lodge a complaint with a supervisory authority (see below), where the personal data are not collected from the data subject, any available information as to their source, the existence of automated decision-making, including profiling and information concerning the procedure applied, as well as the significance and the envisaged consequences of such processing for the data subject.

(2) Right to a copy: You may request a copy of your personal data from us. In the case that you make the request by electronic means, and unless you request otherwise, we will provide the information in a commonly used electronic form. The first copy is provided free of charge. We will charge a reasonable fee based on administrative costs or any further copies you may request.

(3) Right to rectification: You may request that we immediately correct any inaccurate data that concern you. You may also request to have your incomplete personal data completed, including by means of supplementary statement.

(4) Right to erasure ('to be forgotten'): You may request that we erase your personal data without undue delay where one of the following grounds applies: (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, (b) you withdraw your consent on which the processing is based, and where there is no other legal ground for the processing, (c) the personal data have been unlawfully processed. If your request is legitimate, the data in question will be erased to the extent necessary. The data will not be erased to the extent that processing is necessary for the establishment, exercise or defense of legal claims of MND Group.

(5) Right to withdraw consent: You are entitled to withdraw your consent to the processing of personal data at any time.

(6) Right to restriction of processing: At any time, you may request that we limit the processing of your data where one of the following applies: [a] the accuracy of the personal data is contested by you (the data subject), for a period enabling us (the controller) to verify the accuracy of the personal data; [b] the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead; [c] we no longer need the data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims; or [d] you have objected to the processing, pending verification as regards our legitimate grounds overriding yours. If your request is legitimate, we will restrict the processing of your personal data to the extent necessary; however, we will still be entitled to process your data for the establishment, exercise or defense of claims of MND Group.

(7) Right to data portability: You may request that we make the data you have entrusted to us available to you in a structured, commonly used and machine-readable format and have the right to transmit such data to another controller. You may also request that we transmit such data to another controller on your behalf; we will accommodate your request wherever this is technically feasible.

You may exercise your rights pursuant to points (1) – (7) in any form (in writing, via e-mail, over the phone, etc.), provided we are able to properly identify you as the data subject. We will accommodate any legitimate requests without undue delay.

Right of complaint: If you are of the opinion that we have violated the relevant data privacy law in processing your data, please let us know. Moreover, you are entitled to lodge a complaint with the supervisory authority which is the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Praha 7, www.uoou.cz.