

Information concerning the processing of personal data of temporary agency employees

Introductory information

The company PEKM Kabeltechnik s.r.o. processes personal data of temporarily assigned agency employees based on and in accordance with the relevant legal regulations, particularly with the 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), (further also only as the “**Regulation**”), the processing is carried out for specified purposes, using the methods and means of processing which are always in compliance with the respective legal title within the meaning of article 6 of the Regulation.

This information concerning the processing of personal data of temporarily assigned agency employees contains transparent information within the meaning of articles 13 and 14 of the Regulation, as well as information concerning data subject rights within the meaning of articles 15 through to 22 of the Regulation.

Personal data controller

In relation to the data of temporarily assigned agency employees (further only as the “**Agency Employees**”), the company **PEKM Kabeltechnik s.r.o.**, with its registered office at Stráž nad Nisou, Svárovská 698, zip code 463 03, company ID: 430 01 378, acts in the legal position of the personal data controller (further only as the “**Controller**”).

The Controller is responsible for processing the personal data of the data subject and it has adopted internal measures in this respect to secure and protect the personal data being processed, which are specified in the internal documentation of the Controller, in the Guideline S2-07 Personal Data Processing and Protection.

Agency employees are entitled to contact the company PEKM Kabeltechnik s.r.o. as the Controller with all their enquiries concerning the processing and protection of personal data and exercise their rights of the data subject with the Controller, either personally at the personal data contact points established at the personal department of the Controller, or at the e-mail address: info.pekm@cvgrp.com, or phone no.: +420 485 248 111.

Data processors

In order to ensure further processing of personal data, the Controller has contracted the Processors specified in F2-07-01, which is saved on the company server or it can be viewed upon request to the immediate superior, or at the personal data contact point - see above.

The purpose of personal data processing

The Controller processes selected personal data of agency employees for the following purposes:

- The performance of legal obligations pursuant to the Labour Code and the Employment Act
- Internal administrative purposes
- Protection of property and personal safety

Legal titles (purposes) of personal data processing

Legal titles for the processing of agency employees' personal data within the meaning of article 6 of the Regulation in relation to the above mentioned purposes include the following:

- execution of Controller's legal obligations
- legitimate interests of the Controller

Methods of personal data processing

The Controller processes agency employees' personal data using the following methods and means:

- **Automated processing**
Company internal information systems
Camera system
- **Manual processing**
Lists/overviews of agency employees
Agency employee cards (temporarily assigned cards)

Camera system

The Controller operates the camera system in its place of business/registered office in Stráž nad Nisou, as a system equipped with the function of visual recording. The records are kept at the Controller's registered office/place of business.

The camera system has been in place for the purpose of property protection and personal safety. The legal title for the processing are legitimate interests of the controller.

The camera system consists of cameras distributed around the premises for inspection and monitoring purposes. The premises with installed monitoring camera system are provided with clearly visible signs which include a pictograph as well as a short information text.

Personal data categories/scope of processing

In terms of the scope of processing and data categories, the Controller processes the following personal data of agency employees:

- Identification, address and descriptive personal data:
Name, surname, sex, personal number, date of birth, birth registration number, residence address, personal photograph (for identification cards), visual records from the camera system

Personal data processing/retention period

The retention period of agency employees' personal data applied by the Controller is the following:

- for the necessary period, as long as the purpose and legal title for the processing continues, always for the period of agency employee assignment,
- for the period of seven (7) days for camera system records.

Data subject rights

Employees as data subjects have the following rights in relation to the Controller within the meaning of articles 15 through to 22 of the Regulation:

- **right to access** to personal data, particularly the right to require the Controller to provide information concerning the processing of own personal data,
- **right to rectification** of personal data if inaccurate data are maintained,
- **right to erasure** of personal data (“right to be forgotten”)
- **right to restriction** of personal data processing exceeding the requirements of legislation,
- **right to object to the Controller** against processing personal data,
- right not to be object of automated individual decision making, including profiling (with exceptions).

Besides that, the data subject is entitled to make a complaint to the supervisory authority, which is:

Úřad pro ochranu osobních údajů (Personal Data Protection Authority)

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170 00 Praha 7

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