

Time is Ltd. recruitment privacy statement

Information on processing of personal data

In order to **conduct the selection procedure on the position you are applying for or another position of your interest in Time is Ltd. s.r.o.**, it is necessary to collect and process your personal data in the extent of:

Name, surname, phone number, email, photography, date of birth, residence address, information about your education and professional history, results of the admission tests or other personal data in the extent provided to us, e.g. CV (curriculum vitae).

The personal data are collected and will be processed by entities listed below:

Personal data controller: **Time is Ltd. s.r.o.**, Kafkova 346/14, Dejvice, 160 00 Praha 6, IČ: 054 46 872, DIČ: CZ05446872 as a Data Controller.

Processors of personal data: The list of personal data processors for recruitment purposes is to be found **below**.

THE LIST OF DATA PROCESSORS

- Microsoft Ireland Operations Limited, 70 Sir Rogerson's Quay, Dublin 2, Ireland
- Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland
- Slack technologies Limited, One Park Place, Upper Hatch Street, Dublin 2, Ireland
- Webflow, Inc. , 398 11th Street, 2nd Floor, San Francisco, CA 94103 United States
- Zapier Inc., 548 Market Street #62411, San Francisco, CA 94104-5401, United States

Some of our processors of the personal data are based outside of the European Union (EU). However, Time is Ltd. s.r.o. concluded the EU approved Standard Contractual Clauses with these processors, which serve as appropriate safeguards for personal data processing.

The personal data controller(s) and processor(s) shall establish technological, physical, administrative and procedural safeguards in line with the industry accepted standards in order to protect and ensure the confidentiality, integrity or accessibility of the personal data processed; prevent the unauthorized use of or unauthorized access to the personal data or prevent a personal data breach (security incident) in accordance with Time is Ltd. s.r.o. instructions, policies and applicable laws.

Recipients of personal data:

The personal data will be made accessible to the following personal data recipients or categories of recipients:

Time is Ltd. s.r.o. and Time is Ltd. Limited and their personnel responsible for recruitment activities and the leadership of Time is Ltd. s.r.o..

The Personal Data may be also disclosed to the competent authorities as authorized by the applicable laws.

The period for which the personal data will be stored: The personal data shall be stored for the duration of the selection procedure and period necessary to evaluate the results of the selection procedure, and further for 6 months after the termination of the selection procedure for the legitimate interest of the controller in order to prove the proper course of the selection procedure.

After the above period expires, your personal data will be permanently deleted. However, Time is Ltd. s.r.o. may contact you in order to get your consent with further processing your personal data for future recruitment purposes.

The provision of your personal data is a requirement necessary to conduct the selection procedure. If you fail to provide your personal data or in case you request erasure of your personal data before the period stated above expires it means that you will not be eligible to participate in the selection procedure.

You acknowledge that as a personal data subject you have the right to request access to your personal data and correction or erasure of your personal data, or a restriction on the processing or to object to the processing, as well as the right to data portability. All rights described in this paragraph can be enforced by sending an e-mail request to the data controller at: privacy@timeisltd.com.

You also have the right to lodge a complaint with a local supervisory authority, i.e. the Office for Personal Data Protection (Úřad pro ochranu osobních údajů; www.uoou.cz).