

# INFORMATION MEMORANDUM

ON THE PROCESSING OF PERSONAL DATA OF INTERNSHIP APPLICANTS, INTERNSHIP PARTICIPANTS AND OTHER STUDENTS IN DUAL EDUCATION

## 1. PURPOSE OF THE DOCUMENT

This document is intended for those who do or are interested in doing an internship (hereinafter referred to as the “internship participant”) in one of the companies of the Auffer Group and who are performing the practical part of the final exam (hereinafter referred to as the “student”) as part of their studies, in order to provide clear and understandable information on the processing of your personal data.

**In case of paid internships, when the relevant agreement on work performed outside the employment relationship (work performance contract/employment agreement) is concluded with the applicant, your personal data is also processed for the purposes and in the manner described in the Information memorandum for Auffer Group employees.**

The Memorandum reflects the requirements of Regulation (EU) No. 2016/679, on the protection of individuals with regard to personal data processing (GDPR).

**If you do not find the answers to your questions here or you need to explain some part in more detail, do not hesitate to contact us**

## 2. OUR GROUP

The **Auffer** Group means the companies listed below that act in personal data processing in the relationship of the so-called joint administrators. The specific administrator, in relation to the processing of your personal data, is a company implementing some form of dual education or which you have approached with an interest in dual education.

**AUFEEER DESIGN s.r.o.**

Company ID: 26159031, Podvinný mlýn 2178/6, Libeň, 190 00 Praha 9

**AUFEEER TRANSPORTATION, s.r.o.**

Company ID: 05557399, Podvinný mlýn 2178/6, Libeň, 190 00 Praha 9

**AUFEEER TOOLS, s.r.o.**

Company ID: 05556759, Ptácká 156/115, Mladá Boleslav IV, 293 01 Mladá Boleslav

## 3. WHAT PERSONAL DATA WE PROCESS

**Personal data of those interested in any of the forms of dual education**

We process personal data contained in documents provided by the applicant (in the application, CV or cover letter, etc.), including, in particular, the basic identification and contact information, study data and reasons for interest in dual education.

## **Personal data of internship participants/students**

We process personal data contained in the relevant contract (agreement) on the chosen form of dual education, including, in particular, the basic identification data (name, surname, date of birth, residence, birth number for paid internships), identification of educational facilities and other conditions of education in our Group.

We also process data related to the reporting of the course of dual education and the evaluation of the internship participant/student.

In exceptional cases, it can also process data related to the resolution of complaints, comments, violation of duties of the internship participant/student, cases of liability for damage, etc.

## **4. WHY WE PROCESS THEM AND WHAT AUTHORIZES US TO DO IT**

We process personal data of those interested in dual education primarily for the purposes of their assessment and decision on (non-)provision of internships or other forms of cooperation. The legal basis for this processing is the measures taken before the conclusion of the contract.

If the applicant has not been selected or the relevant contract has not been concluded, but there is an interest in contacting him/her with the offer of cooperation in the future, we require consent to the storage of personal data. The consent can then be revoked at any time.

We may also process personal data if this is necessary to protect the legitimate interests of the administrator or a third party. You have the right to object to processing based, on the basis of which we suspend processing until we can prove that there are serious legitimate reasons that outweigh the interests or rights and freedoms of the data subject, or that processing is necessary to exercise or defend legal claims.

## **5. WHERE WE GET THEM**

The source of personal data is mainly documents and information provided directly by the applicant /internship participant/student or provided by the relevant educational institution.

## **6. WHERE AND HOW LONG WE STORE THEM**

We do not intend to transfer the personal data of applicants/internship participants/students to third countries that do not provide an adequate level of personal data protection or without standard contractual clauses.

We usually store the personal data of those interested until a decision is made on (non-)providing some of the forms of dual education.

We store personal data processed on the basis of consent for the period of their validity.

The data of the internship participants/students are stored for the duration of the contractual relationship. After its expiration, we store only selected personal data for the necessary period of time (usually based on the statutory limitation period) which allows us to effectively protect the legitimate interests of the administrator (e.g. in potential legal proceedings or complaints).

## **7. WHO WE MAKE THEM AVAILABLE FOR**

The personal data of applicants/internship participants/students may be shared between competent persons and management within our Group. Moreover, they can be made available to the relevant educational facility, to external processors (especially to suppliers of SW and HW solutions that we use to process personal data), or to state authorities within the exercise of their powers.

## 8. YOUR RIGHTS AND HOW THESE APPLY

In connection with the protection of your personal data, you have the right to request the following:

- confirmation of whether we process personal data about you, what categories, for what purposes and for how long, from what sources we get these, who are their recipients, about the fact that automated decision-making, including profiling, takes place there, about appropriate guarantees when transferring data outside the EU,
- access to one's personal data, including a free copy, provided that the rights and freedoms of others are not adversely affected,
- correction of their inaccurate personal data or supplementing them by providing an additional statement,
- revocation of your consent to personal data processing,
- deletion of your personal data, restriction or objection to their processing.

These rights can be exercised through a written request delivered to the of the registered office of AUFFEER DESING, to the e-mail box **afd@afd.cz** or to the data box **h9qn7xn**.

We will provide you with information on the evaluation of your application and on the measures taken without undue delay, within 30 days at the latest. In exceptional cases, of which we will inform you, we are entitled to extend this period by two months.

You also have the right to file a complaint with the Office for Personal Data Protection, by letter to Pplk. Sochora 27, 170 00 Praha 7, e-mail [posta@uoou.cz](mailto:posta@uoou.cz) or by phone on +420 234 665 111.