

# **Information on the processing of personal data of applicants for job opportunities in the CreativeDock Group**

Please read how we handle the personal data you provide to us.

## **Who handles your personal data (PD) and how can you contact us?**

In CreativeDock Group We use joint procedures and internal administration for data processing. In particular We use central operations, databases, IT systems and platforms. The following companies are therefore jointly responsible for such data processing and they jointly determine the purposes and means of processing as joint controllers:

- **Creative Dock Czech s.r.o.**, with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 07264968
- **CreativeDock a.s.**, with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 28988442
- **Creative Opco s.r.o.**, with registered office at Letenské sady 1500/80, Holešovice, 170 00 Prague 7, ID No.: 07669887
- **CreativeDock GmbH**, with registered office at Gewerbestrasse 5, 6330 Cham, Switzerland, ID No.: CHE-386.505.264
- **CreativeDock ZRH GmbH**, with registered office at Bäregasse 16, 8001 Zürich, Switzerland, ID No.: CHE-235.819.088
- **CreativeDock BER GmbH**, with registered office at Chausseestraße 111, 10115 Berlin, Germany, HRB 185088 B
- **mantro product studio GmbH**, with registered office at Amalienstraße 62, 80799 Munich, Germany, HRB 227189
- **Creative Dock AT GmbH**, with registered office at Leopold Ungar Platz 2/2/1.Stock, 1190 Wien, Austria, ID No.: 519386-000

(collectively "**We**", "**Data Controller**" or "**CreativeDock Group**")

The Joint Controllers have agreed among themselves to regulate their rights and obligations and have appointed Creative Dock Czech s.r.o. to perform the information obligation, introduce organisational and technical measures, notify of data breach and exercise the rights of data subjects. Creative Dock Czech s.r.o. is also the central point of contact for you as the data subjects whose personal data is processed by the Joint Controllers. In addition, you may exercise your rights with each of the Joint Controllers.

You can contact us at the registered office of any of the CreativeDock Group companies or by email at [privacy@creativedock.cz](mailto:privacy@creativedock.cz).

We have also appointed a Data Protection Officer, who can be contacted at [dpo@creativedock.com](mailto:dpo@creativedock.com).

## **What categories of your data do we process?**

- Identification data (name and surname including title, e-mail address)

- Contact details (delivery address, telephone number, e-mail address)
- Details of your education, qualifications and work experience
- Details of your previous employment
- Other information about you that you provided to us in your CV or in communication and interview with us (including Link to LinkedIn profile)
- Information about the conditions under which you are willing to enter into a contract including job and financial expectations (such as salary expectations, place of work, starting date).
- Information about your suitability to cooperate with us (including evaluation during the selection process / Bootcamp, result)

We process data that we have obtained directly from you or with your consent from the professional network LinkedIn, Github (or other similar professional network) or with your consent from a person who has provided us with a reference to you and without your consent from publicly available sources.

### **Why, on what basis and how long do we work with your data?**

We process your personal data for as long as is necessary, but no longer than the period set out below, to fulfil the purposes set out below:

<b>Purpose of personal data processing</b>	<b>Data categories</b>	<b>Legal basis for personal data processing</b>	<b>Period of processing the personal data</b>
Assessing the suitability of an applicant for the job opportunity in a selection procedure	Identification data, Contact details, Information in your CV,	Contractual necessity	Until the end of the selection procedure for the job opportunity
Inclusion in the database of applicants for the job opportunities in CreativeDock Group	Information provided by you during our communication and interview relevant to the selection process, including your job and financial expectations and contract conditions.	Consent	For a period of 2 years from the granting of consent.
Protecting our legitimate interests (e.g. compliance with non-discrimination and equal treatment obligations, review and control of system performance)	Evaluation data during the selection process, including the result  Result from the job matching (relevant positions and score)	Our legitimate interest (protection of the controller's rights)	4 calendar years from the end of the selection procedure,  For the duration of any pending administrative, judicial or other proceedings (i.e. longer)
Creation of bootcamp NDA	Identification data Contact details	Performance of the NDA contract.	For the duration of an NDA and 4 years after its termination.
Job matching and estimated suitability of an applicant for the job opportunity	CV, extracted relevant data from CV (education, job experience, languages, skills) and matching with relevant positions, result	Consent	Until the end of session on our career websites (when the result is provided to you)

		Our legitimate interest (protection of the controller's rights)	6 calendar months from job-matching result  For the duration of any pending administrative, judicial or other proceedings (i.e. longer)
Jobmatching: Troubleshooting problems	Report of the candidate (user) Criteria extracted from CV Result from job matching and technical reasoning behind Contact details Logs	Contractual Necessity	For a period of time necessary to address the problem, typically up to 60 days
		Legal obligation of the controller	For a period of time necessary to achieve human oversight and request of data subject
Jobmatching: To improve services, provide a better candidate experience	Personalised features or recommendations	Consent	One year

### ReX - Job matching tool: How does a job matching tool work?

ReX - a job matching tool shall assess your professional qualifications in your CV and its relevance to the job opportunities available on our websites. For such processing we use a large language model (LLM) hosted on Microsoft Azure (Azure OpenAI Service).

All steps of job matching are carried out in the following manner:

- The LLM reviews your document and identifies if it is a valid curriculum vitae (CV).
- If the document is found not to be a CV or lacks important information, you will be informed and asked to resubmit a correct CV.
- If the document is valid, the LLM analyzes it in order to find relevant attributes. The attributes vary according to the particular job position (especially education, job experience, languages, skills).
- Our expert algorithm (mathematical model, not artificial intelligence) compares the attributes from your CV to the requirements of open positions.
- As a result, you will see a list of job opportunities in the relevant category or categories according to the match achieved. The category is determined by the position you expressed interest in or, if none, we will give you a suggestion and let you choose up to 2 categories. We will only exclude positions you seem to be unqualified for (irrelevant due to the attributes in your CV). Positions that you may be overqualified for may still be included. The results are made by a mathematical model, not artificial intelligence and afterwards overseen by a person.
- If you choose to apply for a position, you will be asked a couple of questions relevant to the role (such as whether you live or are willing to relocate to the relevant location, have the required language skills etc). Your answers to these questions may lead to you being qualified as a match or not a match for the position.

The use of this job matching tool depends on your free choice. You can instead choose the button "See all positions" or "Apply anyway" and proceed to choose an available position manually. You can also use the same button if you think that you are qualified for a position that was not listed as a matching position. Have some questions or prefer to apply without AI-powered ReX? Contact us at [career@creativedock.com](mailto:career@creativedock.com).

How our recruitment team works with the results:

- The result is just an estimate.
- If you apply to the open position, job-matching results in more detail (including score) are shared with the recruitment team. Final assessment of your CV and a decision if you will be included in the shortlist candidates to be approached and interviewed is up to our recruiter.
- If you apply manually without using a job-matching tool, we will use this tool based on our legitimate interest to enhance the efficiency of the recruitment process. Nevertheless, the decision if you will be included in the shortlist candidates will always be taken by a human recruiter.

In case you grant your consent to be included in the candidate database of CreativeDock, your record will be reviewed by ReX in order to identify suitable candidates for newly opened positions

### **Who can we pass your data to?**

We may pass your data to our external processors who provide us with IT, marketing and other support services such as recruitment, e.g. Google, Microsoft, Datacruit.

We may also pass your data to recipients who are our clients, if the job opportunity relates exclusively or mainly to a project that we are preparing for the recipient and in which you will be personally involved.

Your data will only be handled in the EU and Switzerland (there is a Commission decision on adequate protection), where data protection is ensured. In the event of a transfer to another third country, we will inform you.

### **How do we protect your data?**

We apply a number of security measures to protect your processed data. These are technical security measures (security of virtual servers, access logging, secure storage of paper documents, etc.) and organisational measures (access restrictions for employees according to internal regulations).

### **What are your rights?**

Data protection legislation guarantees you various rights in the area of data protection: to the extent that data protection legislation - in particular the GDPR - guarantees this, you can exercise the following rights against us:

- to access to your personal data (information about what specific data we handle and how we handle it),
- to withdraw consent to the processing of personal data that we process on this basis
- to restrict the processing of your data (i.e. we will not delete the data yet, but we will not work with it),
- to correct and delete your personal data (always if the legal conditions are met),
- to object to processing of your personal data based on legitimate interests
- to apply for data portability,
- to obtain information about a breach of security of your personal data.

To exercise any of these rights, please contact us using the contact details above - the easiest way is to email us at [privacy@creativedock.cz](mailto:privacy@creativedock.cz) and we will be happy to help you exercise your rights. We will respond to your request without undue delay and within one month. If necessary, this period may be extended by an additional two months, considering the complexity and number of requests. We will

inform you of any such extension within one month of receiving your request, along with the reasons for the delay.

If you believe that we are violating the law by processing your personal data, you can file a complaint with your national supervisory authority (for the Czech Republic: [www.uoou.cz](http://www.uoou.cz), for Austria: <https://www.dsb.gv.at>, for Germany: [https://www.bfdi.bund.de/DE/Home/home\\_node.html](https://www.bfdi.bund.de/DE/Home/home_node.html), Berlin: <https://www.datenschutz-berlin.de/>, for Switzerland: <https://www.edoeb.admin.ch/edoeb/de/home.html>).

### **Do I have any responsibilities?**

First and foremost, you must ensure that the personal information you provide and disclose to us is relevant, truthful, accurate and not misleading. You must also not conceal material facts with respect to the job opportunity.

In connection with the processing of personal data, we also comply with other obligations arising from the General Data Protection Regulation (GDPR) and other relevant legislation.