

**Controller:** Colonia press, a.s.,  
**Person responsible for this record on processing:** Václav Dřížhal, vack  
**Person authorized for the personal data protection / contact person:** Nikola Bíbrová, gdp  
**Representative of the authorized person for the personal data protection / cor** Denisa Hanusková,

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Personal data category	Purpose of processing	Data subject category	Category of personal data recipient, including recipients in third countries or international organizations	Envisaged time limits for erasure of the different categories (if applicable)
Personal data included in the CV of jobseekers	Staff recruitment - selection procedure	jobseekers	LMC s.r.o.	30 days

## Records on processing personal data according to G

Staff recruit

. with its registered office in Kolín IV, Havlíčkova 844, post code 28000, ID: 26186292, maintained at the I

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r@cogniapress.com

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### andatory items according to GDPR Art. 30

General description of organizational and technical safety measures according to GDPR, Art. 32.1 i		
<b>Use of pseudonymization and encryption</b>	<b>Ensuring confidentiality and integrity</b>	<b>Availability and resilience of processing systems and services</b>

PC encryption, passwords, limited access rights

Anti-virus, firewall

DPR, Art. 30.1 - processing activities of the Controller  
 ment  
 Municipal Court in Prague under reference number B 6634

if applicable		Internal organization	
Process for regular evaluation of measures	Common controller (if any)	Where are the personal data processed in organization (e.g. which department)?	Legal grounds for processing activities

-	HR department, Production, Heads of individual departments	Measures taken before contract conclusion, consent
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**Information obligation**

<b>Who are personal data obtained from?</b>	<b>What is the requirement of personal data provision based on and is the provision compulsory?</b>	<b>Is automated decision making or profiling applied?</b>
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Jobseeker

Requirement does not result from law or contract; provision is not compulsory

No

**Optional items**

Procedure with respect to the data subject			Non-electronic data storage	
<b>If personal data were obtained based on consent, where is the consent kept?</b>	<b>When is the data subject duly informed?</b>	<b>Document including the information</b>	<b>Storage and location of personal data</b>	<b>Information system</b>

Kept also in soft form at HR department and Production



Electronic data storage			Proc	
Server location or form of storage	Server operator	Legal grounds for server use	Processor's name and contact details	Processor's location

Shared disc,  
personal  
computer, mail  
server

LMC s.r.o., phone  
number: +420 266  
056 511

Praha 7,  
Jankovcova  
1569/2c, post  
code 17000

Processor's data		Note
Legal grounds for processing activities	Any other processors, if any	
Processing contract	-	