Information on the Processing of Personal Data of Job Applicants

Bohemia Properties a.s., with its registered office at Teplická 492, 190 00 Prague 9, Company ID No. 625 25 204, registered in the Commercial Register maintained by the Municipal Court in Prague under file No. B 10488, as the controller of personal data, hereby informs job applicants about the manner in which their personal data are processed.

For any questions concerning personal data protection, you may contact our Data Protection Officer at **poverenec@janhotels.cz**.

1. What personal data do we process?
In connection with the recruitment process, we process in particular:

- your first name and surname,
- your contact details, in particular your email address and telephone number,
- information contained in your CV, cover letter and any other documents you provide to us,
- information about your education, professional knowledge, qualifications, work experience and completed training,
- information about the position for which you are applying,
- any other information you voluntarily provide to us during the recruitment process.

We obtain your personal data directly from you.

2. For what purposes do we process your personal data?
We process your personal data for the purposes of:

- assessing your job application,
- communicating with you during the recruitment process,
- assessing your qualifications and suitability for the relevant position,
- selecting a suitable candidate,
- taking steps towards the possible conclusion of an employment contract or another employment-related agreement.

3. Legal basis for processing
We process your personal data on the basis that the processing is necessary in order to take steps at your request prior to entering into a contract.

4. Is the provision of personal data mandatory?
Providing the personal data necessary to assess your application is required in order for you to participate in the recruitment process.
If you do not provide us with these data, we will not be able to properly assess your job application.

5. How long do we retain your personal data?
We process applicants' personal data for the duration of the relevant recruitment process.
If we do not enter into an employment contract or another employment-related agreement with an applicant, we retain their personal data for **12 months from the end of the recruitment process**.
If we wish to retain your personal data beyond this period for the purpose of contacting you about other job opportunities, we will inform you separately about such processing and, where appropriate, ask for your consent.

6. Who may have access to your personal data?
Your personal data may only be accessed by authorised employees of the controller who are involved in recruitment, selection and assessment of job applicants.

Applicants' personal data are not transferred or disclosed to external processors for the purposes of the recruitment process.

7. Transfer of personal data outside the EU/EEA
We **do not transfer your personal data to third countries outside the European Union or the European Economic Area**.

8. Automated decision-making
The recruitment process does not involve any decision-making based solely on automated processing of personal data that would produce legal effects concerning you or similarly significantly affect you.

9. Your rights
In connection with the processing of your personal data, and subject to the conditions laid down by applicable law, you have in particular the right to:

- request access to your personal data,
- request the correction of inaccurate data or completion of incomplete data,
- request the erasure of your personal data,
- request restriction of the processing of your personal data,
- exercise the right to data portability where the statutory conditions are met,
- object to processing where the relevant processing is based on legitimate interests,
- withdraw your consent where any processing of personal data is based on your consent.

You may exercise your rights by contacting the Data Protection Officer at **poverenec@janhotels.cz**.

You also have the right to lodge a complaint with the **Office for Personal Data Protection of the Czech Republic**.

In Prague 01.09.2026

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Dr. Claes Mikael Horal
Chairman of the Board
Bohemia Properties a.s.