

INFORMATION ABOUT PERSONAL DATA PROCESSING

pursuant to Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016

on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

(“GDPR”)

1. Controller and its contact information
<p>Muramoto Manufacturing Europe s.r.o., company ID number 272 48 887, registered office Žebrák, Skandinávská 991, postcode 267 53, entered in the Commercial Register maintained by the Municipal Court in Prague under file ref. C 107532</p> <p>Contact information: Božena Machová, e-mail: GDPR@mme.muramoto.com</p>
2. Types and categories of personal data in relation to the provided services
<ul style="list-style-type: none">- identification data (title, name, surname, date of birth),- address,- contact details (email, phone number, FB or LinkedIn profile),- other indirect data,- qualifications - highest achieved education, knowledge and skills of the applicant, type of professional certificates and other technical skills- the requirements of the applicant - the type of job they are applying for, what initial salary they are seeking and when they can start work, as well as their last employer and last job, or other temporary work, as well as- other personal data provided by the applicant in their curriculum vitae, cover letter, job application and other forms of expression by the applicant, including any attached photographs, sent or handed over to the Controller
3. Legal basis and purpose of the processing
<ul style="list-style-type: none">- fulfillment of the statutory obligations of the Controller in the event the applicant is successful, where the purpose is determined by legislation that imposes on the Controller the obligation to process personal data,- compliance with contractual obligations, respectively for the purpose of concluding an employment contract or agreements on work done outside an employment relationship, e.g. in order to comply with contractual obligations towards an employment agency,- a legitimate interest, in order to potentially invite an unsuccessful applicant to a new selection procedure for the same job, if an employment contract is not concluded with the successful applicant, or if this successful applicant is given notice during the trial period, or voluntarily leaves during the trial period; and to protect the rights of the Controller and enforce the claims of the Controller,- the consent of an unsuccessful applicant, if granted for further processing not covered by the legal basis of compliance with legal obligations, fulfillment of contractual obligations, or legitimate interest
4. Recipients or categories of recipients of personal data
The recipients of the personal data are, in particular, public authorities and processors of the

Controller (IT support, legal services provider, accounting services provider, etc.).

5. Duration of personal data storage

The personal data processed for compliance with the legal obligations of the Controller are stored for the period stipulated by the legislation that imposes on the Controller the obligation to process the personal data.

The personal data processed based on compliance with contractual obligations are stored for the period of validity and effect of the contract in question, or for the duration of the negotiations directed towards conclusion of the contract in question (selection procedure).

The personal data processed based on legitimate interest of the Controller for the purpose of protecting the Controller's rights and exercising the Controller's claims will be processed for the statutory period of limitation for the exercise of the Controller's respective claims, or protection of the Controller's rights.

The personal data processed based on legitimate interest of the Controller for the purpose of the repeated invitation of an unsuccessful applicant to a repeated selection procedure will be processed until the end of the trial period of the accepted or successful applicant.

The personal data processed based on consent will be processed for 2 years from its provision.

6. You have the following rights in relation to the protection of your personal data

6.1. You have the right to request the Controller to give you access to personal data relating to you as the data subject

Based on your request, you will be informed of which specific personal data we process about you, together with the purpose and the legal reason. Upon request, you will also be informed about which recipients are provided with your personal data, in particular you will be notified about the handover of your personal data to third countries or international organizations.

6.2. You have the right to correct the personal data about you processed by the Controller

If you request the Controller to correct inaccurate or incomplete personal data, the Controller is obliged to correct the processed personal data; you will be informed of the performance of the correction.

If your personal data are corrected and your personal data are provided to other recipients, such other recipients will also be informed of the correction or deletion of your personal data.

6.3 You have the right to restrict processing in the following cases

You have the right to request the Controller to restrict processing in any of the following cases:

- a) if you challenge the accuracy of your personal data, for the period necessary for the Controller to verify the accuracy of your personal data;
- b) if the processing is unlawful and you reject the deletion of your personal data and request that their use be restricted instead;
- c) the Controller no longer requires the personal data for processing purposes, but you require them to assert, exercise or defend legal claims;
- d) you object to the processing pursuant to Art. 21(1) GDPR (see below), if it is not established that the legitimate grounds for the Controller override your legitimate grounds.

If there is a restriction on processing in accordance with the above, your personal data can, with the

exception of their storing, be processed only with your consent or to establish, exercise or defend legal claims, to protect the rights of another natural person or legal person or for an important public interest of the European Union or one of its Member States.

6.4. You have the right to object to the processing your personal data

If you object to the processing of your personal data, the Controller will no longer process the personal data unless it demonstrates serious legitimate reasons for processing that override your interests or rights and freedoms, or to establish, exercise or defend legal claims.

If your personal data are processed for direct marketing purposes, you have the right to object, at any time, to the processing of your personal data for such marketing, which includes profiling, if this concerns such direct marketing. If you object to processing for direct marketing purposes, your personal data will no longer be processed for such purposes.

In the case of the processing of personal data based on the legitimate interest of the Controller, you have the right to object to the processing of your personal data for the reasons you indicate in your objection. If we receive an objection from you, we will cease processing your personal data (we will only store them) and assess whether we have serious legitimate reasons for their processing that override your interests or rights and freedoms, or to establish, exercise or defend legal claims. You will be informed if we conclude that we have such reasons, and we will also inform you of the options for further defense and will continue with the processing of the personal data. If, however, we conclude that we do not have sufficient reasons for processing the personal data, you will be informed, and we will terminate the processing and delete your personal data.

6.5. You have the right to the deletion of your personal data

You have the right to request that the Controller delete your personal data without undue delay, and the Controller is obliged to delete your personal data without undue delay if one of the following reasons occurs:

- a) the personal data are no longer required for the purpose for which they were collected or otherwise processed;
- b) you revoke the consent based on which, pursuant to Art. 6(1)(a) or Art. 9(2)(a) GDPR, the data were processed, and there are no other legal grounds for the processing;
- c) you have objected to the processing pursuant to Art. 21(1) GDPR and there are no overriding legitimate reasons for processing, or you objected to the processing pursuant to Art. 21(2) GDPR (data processed for direct marketing purposes);
- d) Your personal data were processed unlawfully;
- e) Your personal data must be deleted in order to fulfil a legal obligation stipulated in European Union or Member State law that applies to the Controller;
- f) Your personal data were collected in connection with an offer of information society services pursuant to Art. 8(1) GDPR.

If the Controller published personal data, the Controller shall delete the personal data taking into account the related available technology and the costs, and shall take reasonable steps, including technical measures, to inform other controllers processing the personal data whose deletion you have requested, about the deletion of all links to such personal data or their copying or replication.

6.6 Right to personal data portability

You have the right to obtain personal data that apply to you that you have provided to us, in a structured, regularly used and machine-readable format, and you have the right to transfer such data to a different controller, if your personal data are processed based on your consent or in order

to perform a contract, and the processing is performed automatically.

You have the right to request us to transfer your personal data to a different controller, if technically possible.

We would inform you that the rights of other persons may not be impacted by the exercise of the right to portability.

6.7. You have the right to submit a complaint to the supervisory authority

You have the right to submit a complaint about the processing of your personal data as well as about the method of addressing your requests pursuant to the GDPR to the supervisory authority, which is:

Office for Personal Data Protection

Pplk. Sochora 27

170 00 Prague 7

Website www.uoou.cz

If you are not satisfied with the handling of your complaint by the supervisory authority, you have the right to a judicial review of its decision.

6.8. You can exercise your rights in person at the registered office of the Controller, in writing to the address of the registered office of the Controller shown at the head of this Information, or by email to GDPR@mme.muramoto.com .

At Žebrák, dated 24 May 2018

Muramoto Manufacturing Europe s.r.o.