

## FTMO PRIVACY POLICY – JOB APPLICANTS

Our employees are an integral part of our service delivery. In order to provide the best services possible, we need, and therefore look for, the best employees. In the event that you ("**you**", "**your**" or "**Candidate**") are interested in working for us, we will process your personal data in accordance with this Privacy Policy ("**Policy**") as part of the recruitment process.

In particular, this Policy will tell you:

1. Who is the controller of your personal data and who to contact;
2. What information we collect about you and how we obtain it;
3. How we use your personal data;
4. How we store personal data and how are they secured;
5. To whom we disclose your personal data;
6. Whether we transfer your data to third countries and international organisations; and
7. What your rights are and how you can exercise them

### 1. WHO IS THE CONTROLLER OF YOUR PERSONAL DATA AND WHO TO CONTACT

The controllers of your personal data are (depending on the specific position you are interested in), the individual companies of the FTMO group (hereinafter referred to as "**we**", "**our**", "**our companies**", "**controllers**"). You can contact us with any questions about exercising your rights regarding the processing of your personal data at Purkyňova 2121/3, Nové Město, 110 00 Prague 1 or at [privacy@ftmo.com](mailto:privacy@ftmo.com).

FTMO Group companies:

FTMO s.r.o., with registered office at Purkyňova 2121/3, Nové Město, 110 00 Prague 1, ID No.: 031 36 752, registered in the Commercial Register maintained by the Municipal Court in Prague, file No. C 227963

FTMO Evaluation Global s.r.o., with registered office at Purkyňova 2121/3, Nové Město, 110 00 Prague 1, ID No.: 092 13 651, registered in the Commercial Register maintained by the Municipal Court in Prague, file No. C 332660

FTMO Evaluation US s.r.o., with registered office at Purkyňova 2121/3, Nové Město, 110 00 Prague 1, ID No.: 092 13 741, registered in the Commercial Register maintained by the Municipal Court in Prague, file No. C 332661

FTMO Trading Global s.r.o., with registered office at Purkyňova 2121/3, Nové Město, 110 00 Prague 1, ID No.: 094 18 415, registered in the Commercial Register maintained by the Municipal Court in Prague, file No. C 335283

FTMO Trading US s.r.o., with registered office at Purkyňova 2121/3, Nové Město, 110 00 Prague 1, ID No.: 092 18 407, registered in the Commercial Register maintained by the Municipal Court in Prague, file No. C 335285

### 2. WHAT INFORMATION WE COLLECT ABOUT YOU AND HOW WE OBTAIN IT

Most of the personal data we process about you is obtained from you directly or through specialized advertising portals or recruitment agencies. These data include in particular:

- Identification and contact details, specifically name and surname, date of birth, e-mail, telephone, address, nationality

- Professional history information, in particular details of previous employers, including position and job description, references from previous employers
- Details of qualifications and other skills, in particular details of education, attended professional courses or certifications gained
- Other information included in your CV and cover letter, such as hobbies and interests, your photograph, etc.
- Information provided during the selection process, in particular details of the salary required
- Medical certificate of medical fitness
- Relevant information from professional social networks, in particular from your LinkedIn profile

Providing the above information is always voluntary. You can find detailed information on the purposes for which your data will be used can be found in section 3 below.

### **3. HOW WE USE YOUR PERSONAL DATA**

The main purpose of processing personal data is to select **the most suitable candidate** for the vacant position. The legal basis for such processing is the performance of a contract or to take steps prior to entering into contract.

If you give us your consent to do so, we will also be happy to include you in **our database of candidates** so that we can **contact you in the future with an offer for another position** in the event that it will not work out in the one recruitment process.

In certain cases, we may further process your personal data **to protect our rights** based on legitimate interest.

If we use the services of a recruitment agency as part of a selection process, your data may also be used for the purposes of **calculating remuneration** for such agency on the basis of our legitimate interest.

### **4. HOW WE STORE PERSONAL DATA AND HOW IT IS SECURED**

We process your personal data in a secure database stored on computers and other devices. In order to protect against unauthorised access or unauthorised alteration, disclosure or destruction of the data we collect and process, we have implemented organisational and technical measures to secure it, which we strictly adhere to.

### **5. HOW LONG WE PROCESS YOUR DATA**

Personal data is processed to the extent necessary to fulfil the purposes described above or for the period directly stipulated by law. Thereafter, the personal data is erased or anonymised. We process personal data for the following period:

- For the purposes of the recruitment process, we keep the data for its duration of and subsequently for 3 years after the end of the recruitment process if the recruitment process is unsuccessful. If it is successful, we keep the data for the duration of the employment relationship, or longer if the relevant legislation requires so.
- In the event that the data in the candidate database is processed on the basis of your consent, the personal data is processed for this purpose for the period specified in the consent, i.e., 3 years.

### **6. DATA SHARING AND TRANSFERS TO THIRD COUNTRIES**

During the recruitment process, we are often assisted by other entities throughout the procedure. In order for them to provide their services effectively, they need to have access to your personal data. This includes, in particular, **operators of advertising portals** or **recruitment agencies (headhunting)**.

Your data is stored electronically on our systems and as part of our systems are operated by external **IT suppliers**, these suppliers may also have access to your data.

In individual cases, data may also be transferred to **public authorities** based on their individual request. However, such transfers will always be lawful for the purpose of fulfilling our legal obligation or carrying out a task in the public interest.

We also use the services of **external law firms and auditors** in the course of our business and we may transfer data to them in individual cases.

In the event the recruitment is successful and you agree to take a position with us, a medical examination will need to take place. We will also share your data with a **provider of occupational health services** for this purpose.

We generally do not transfer your personal data to third countries outside the EU or to international organisations. However, with regard to the use of cloud services, transfers outside the EU cannot be excluded. In such a case, however, we comply with all legal requirements for such a transfer, i.e., in particular the so-called standard contractual clauses adopted by the European Commission are used.

## **7. WHAT YOUR RIGHTS ARE AND HOW YOU CAN EXERCISE THEM**

You can exercise all your rights set out below, including the withdrawal of consent to the processing of personal data, by sending a request to [privacy@ftmo.com](mailto:privacy@ftmo.com). In connection to the processing of personal data you have the following rights:

### **1. The right of access to personal data**

You can ask us at any time to send you confirmation of whether or not your personal data is being processed. If we do process your data, we will provide you with further details about the processing. If you request it, we will also provide you with a copy of the personal data being processed.

### **2. Right to rectification of personal data**

If we process your personal data inaccurately, you may notify us of this fact and we will then rectify the inaccurate personal data without undue delay.

### **3. Right to erasure of personal data ("right to be forgotten")**

You have the right to have us erase personal data relating to you without undue delay in the following cases:

- The data is no longer necessary for the purposes for which we collected it or otherwise processed it;
- You withdraw your consent to their processing and there is no further legal basis for processing them (this only applies where we process personal data on the basis of your consent);
- If you object and there are no overriding legitimate grounds for processing, or if you object to processing for direct marketing purposes; or
- The personal data is processed unlawfully.

We will not be able to act on a request to erase personal data if the processing is necessary for the exercise of the right to freedom of expression and information, for compliance with any of our legal obligations, for the performance of a task carried out in the public interest, for the establishment, exercise or defence of legal claims, or for other reasons provided for by law.

### **4. Right to restriction of processing**

You have the right to ask us to restrict the processing of your personal data. We will comply with this request if:

- You contest the accuracy of the data processed and do not wish to have it erased;
- The processing of the personal data is unlawful, but you do not wish to have the personal data erased;
- We will not need your personal data for any purpose, but you require its retention for the exercise of your legal claims;
- You object to the processing pending a determination of whether the objection is justified.

## **5. The right to data portability and the provision of data in machine-readable form**

In the case of automated processing based on your consent or the performance of a contract, you have the right to have us provide the data to you in a structured, commonly used and machine-readable format and to send it to another data controller.

## **6. Right to object**

If we process personal data on the basis of our legitimate interest, you have the right to object to such processing. If you object, we will not be able to process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests or rights and freedoms or for the establishment, exercise or defence of our legal claims.

## **7. Right to withdraw consent**

If the processing is based on your consent, you have the right to withdraw that consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent that was given before the withdrawal.

## **8. The right not to be subject to automated decision-making**

Except where the processing is necessary for entering into or performance of a contract, is permitted by applicable law, or is based on your explicit consent, you have the right not to be subject to any decision based solely on automated processing, including profiling, which has legal effects concerning you or similarly significantly affects you.

## **9. Right to lodge a complaint with a supervisory authority**

If you believe that we are processing your data in breach of applicable law, you may lodge a complaint with the relevant supervisory authority. Our competent supervisory authority according to the address of our head office is the Office for Personal Data Protection, address of the head office Pplk. Sochora 27, Prague 7, Postal Code 170 00, Czech Republic, email [posta@uouu.cz](mailto:posta@uouu.cz). For more information about the authority, please visit the website [www.uouu.cz](http://www.uouu.cz).

## **8. FINAL PROVISIONS**

This Privacy Policy may be updated from time to time.