

# DATA PROTECTION DECLARATION

## 1. General

Thank you for your interest in Doka. The protection of your personal data in processing throughout the entire job-application process is a matter of great importance to us and we want you to feel secure when you visit the recruiting website we use.

Doka's intention with this declaration is to tell you about the scope of personal data we acquire in the framework of your application for a post with us and the purpose for which these data will be used, in accordance with the applicable data-protection provisions and in particular in accordance with the provisions set out in the GDPR.

"Doka" is the Doka Latvia SIA Henrihi", Vētras, Mārupes novads, LV - 2167 Riga, Latvia, controller in accordance with the General Data Protection Regulation.

"Doka GmbH" is Doka GmbH, Josef Umdasch Platz 1, 3300 Amstetten, Austria, processor in accordance with the GDPR.

"Umdasch Group" is the group of Umdasch Group AG with its subsidiaries.

"GDPR" is 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 (General Data Protection Regulation)

"Personal data" are all items of information relating to an identified or identifiable natural person, including for example name, postal address, email address and telephone number.

"SmartRecruiters" is SmartRecruiters Europe Ltd., 59-60 Thames Street, Windsor, Berkshire. SL4 1TX, UK, processor in accordance with the GDPR.

## 2. Utilisation and consent

By using our recruiting website you (or rather if necessary your legal guardian) consent to the saving and utilisation, as described in this declaration, of the personal data you enter.

Changes to this Data Protection Declaration will be made directly on this site so that you are informed at all times as to what data are saved and used.

Doka utilises the personal data you provide only for processing your job application and in so doing it makes use of services of Doka GmbH and of SmartRecruiters.

Your data are saved in a central applicants database of Doka GmbH, which is provided by SmartRecruiters, and used for personal marketing purposes or database searches within the Umdasch Group.

Your personal data will be saved at least for the duration of the application process; you can at any time delete the profile independently in SmartRecruiters or by contacting the address stated below.

Your personal data will be used only within the Umdasch Group. Forwarding or other transfer of your personal data will be only in the framework of the job-application process to persons necessarily involved in the process within the Umdasch Group and SmartRecruiters. Above and beyond this, there will be no transfer of data to third parties outside the Umdasch Group.

## 3. Technical and organisational measures

To ensure an adequate level of protection in the processing of your personal data, Doka implements appropriate technical and organisational measures. For example everyone involved in the job-application process is under obligation to observe strict confidentiality. State-of-the-art encryption systems are used for transfer of your personal data, and these measures are extended to include service providers.

#### **4. Data subjects' rights and contact**

We wish to inform you that in accordance with the GDPR, you have rights in relation to the processing of your personal data, including rights of access, erasure and rectification of the data you enter.

To exercise these rights, contact:

Doka GmbH  
Human Resources  
Josef Umdasch Platz 1  
3300 Amstetten  
Austria

E-Mail: [personal@umdasch.com](mailto:personal@umdasch.com)  
Phone: +43 (0) 7472 - 605-0

Your attention is drawn to the fact that if you want to contact us by email outside the job-applicant management system, the confidentiality of the information transmitted in that way cannot be ensured.

#### **5. Final provisions**

Doka reserves the right to cease operation of the website at any time, either partially or completely, and to delete data without notifying the data subject, particularly on ascertaining that data are incorrect or no longer current. Doka does not assume any guarantee for the availability of its recruiting website, for the accuracy or freedom from errors of the information that it contains or for freedom from industrial or intellectual rights or copyright of third parties.

In all other respects, liability on the part of Doka is excluded to the extent permitted by law.

As at: May 2018

## Duty to provide information pursuant to Art. 13 GDPR

Doka processes personal data in accordance with the applicable data protection regulations, in particular the General Data Protection Regulation (Regulation EU 2016/679).

In this context, Doka (controller) as well as Doka GmbH, Josef Umdasch Platz 1, 3300 Amstetten, Austria (processor) informs in accordance with Art. 13 GDPR that it processes the following personal data for the purpose of processing your application, database searches within the Umdasch Group and for personnel marketing purposes:

<b>Types of data:</b>	
<p>Every applicant is obliged to fill in the following data to be able to use the services of SmartRecruiters:</p> <ul style="list-style-type: none"> <li>- surname, first name</li> <li>- email address</li> <li>- screening questions (only mandatory if applicable for this job)</li> </ul> <p>In addition, the applicant can fill in or upload the following data on a voluntary basis or upon request:</p> <ul style="list-style-type: none"> <li>- phone number</li> <li>- date of birth</li> <li>- education (eg university, ...)</li> <li>- experience (eg former employments)</li> <li>- nationality</li> <li>- picture</li> <li>- communication data (eg communication notes, emails, ...)</li> <li>- data provided by applicants in attachment (eg CV, certificates)</li> </ul>	

<b>Categories of recipients:</b>	
<p>Group companies (third country)</p>	<p>Your personal data will be used only within the Umdasch Group. Forwarding or other transfer of your personal data will be only in the framework of the job-application process to persons necessarily involved in the process within the Umdasch Group and SmartRecruiters. Above and beyond this, there will be no transfer of data to third parties outside the Umdasch Group.</p>

<b>Duration of saving:</b>
<p>At least in accordance with any legal retention obligations or omission of the legal basis.</p>

Please note that this is only an information of the data types and recipients of personal data according to Art. 13 GDPR. Standard data protection clauses issued by the European Commission are concluded with all Umdasch Group companies.

Technical and organisational measures, in particular encryption, access and access management and confidentiality obligations, ensure that these data are processed exclusively for their intended purpose.

You have a right to information, correction, deletion or restriction of the processing of your stored data, a right of objection against the processing as well as a right to data transferability in accordance with the requirements of data protection law. You can assert your rights either by exercising your rights in the candidate profile in SmartRecruiters or by contacting us.

Complaints can be addressed to the competent Data Protection Authority.

If you have given us your consent to process your personal data, processing will only take place in accordance with the purposes and to the extent agreed in the declaration of consent. A given consent can be revoked at any time with effect for the future.

If you wish to assert your rights as a data subject under the GDPR, please contact us:

Doka GmbH  
 Human Resources  
 Josef Umdasch Platz 1  
 3300 Amstetten  
 Austria  
 E-Mail: [personal@umdasch.com](mailto:personal@umdasch.com)  
 phone.: +43 (0) 7472-605-0