



## **Memorandum on the Processing of Personal Data –**

Pegasus Executive Search s.r.o.

Lamačova 839/20, Hlubočepy, 152 00 Praha 5

ICO: 05245516

### **Regarding Candidate Information**

Dear Candidate,

How your personal data is used in relation to your relationship with Pegasus Executive Search s.r.o. is a key concern for our company and our staff. We take care to ensure that your personal data is treated with care, attention and professionalism. By “Candidate” we refer to any individual specialist, manager or leader who is a potential fit for positions we work on now and in the future, as well as individuals we have historically worked with.

### **Definition of Roles with regard to Data Processing**

- As the Candidate, you are Data Subject; we and our clients will manage your personal data in ways set out below.
- For Candidate Driven Activities - When we are engaging with you directly, as a means to help you find a job, either now or in the future, but we are not representing our client with an active job opportunity today, we are the Data Controller.
- For Client Driven Activities - When we are engaging with you directly and are representing our client with an active job opportunity. In GDPR terms, we are the Data Processor, and the client is the Data Controller, as we are working on behalf of the client.

### **Categories of Personal Data**

We work with the following types of data:

- Information that identifies you personally, such as name, date of birth, age, gender, photograph and other additional information
- Contact Information: address, email, telephone contact, online communication services, and other additional information
- Information outlining employment history, current and previous employers, education and relevant work experience

- Information specific to your current employment conditions, as well as expectations in a new role; type of employment, salary level, benefit structure and other additional information provided by you
- Information pertaining to your suitability for a given job opportunity
- Any other information that you have willingly provided to us, as a means to facilitate your success for a given job opportunity

### **Purposes of Processing**

Your data is processed and stored for the following purposes:

- As a means for you to be offered employment opportunities on an occasional basis by Pegasus Executive Search s.r.o., in order to fulfil our contract;
- When actively interested to pursue a job opportunity, to be sent by Pegasus Executive Search Pegasus Executive Search s.r.o. to prospective employer, our client, in order to fulfil our contract;
- To facilitate a recruitment process, in order to fulfil our contract;
- To maintain a Pegasus database of great candidates, with your consent. You may withdraw this consent at any time.

### **Where we store Personal Data**

Pegasus Executive Search s.r.o. stores your personal data via the following means:

- Within the company filing system, in both physical and electronical form
- Within company email systems, located both on-premise and in cloud-based storage within the EEA region
- Within Database systems both on-premise and in cloud-based storage within the EEA region
- Pegasus uses the services of other personal data processors, who process the data on its behalf and per its instructions. These are IT suppliers, most notably Microsoft, and Invenias Limited, Davidson House, Forbury Square, Reading, Berkshire RG1 3EU United Kingdom.

In the case that we have sent your information to our client as part of a recruitment process, they have the responsibility as Data Controller to manage your data in line with GDPR.

### **How Long your Personal Data will be stored For**

Personal Data will be stored for the following period of time:

- For Candidate Driven Activities (As means for you to be offered employment opportunities) your personal data will be stored for a maximum of 6 months following the completion of a given recruitment project.
- For information related to participation on Client Driven Projects, a maximum of one year following the completion of a given recruitment project in order to fulfil our contractual obligations and also to protect our interests.
- If you give your consent to be included in the Pegasus candidates database, so that we may reach you when an interesting opportunity arises, for 2 years after you have given your consent.

**After these respective time periods, your personal data will be deleted from our records.**

### **Sources of Personal Data**

The majority of personal data is provided to Pegasus by you.

Pegasus also typically sources data from publicly available sources, such as professional networking sites, such as your LinkedIn profile, and job sites such as jobs.cz.

### **Your Rights**

At any time, you can:

- Withdraw your consent for the processing of Personal Data
- Request information about how your personal data is processed and stored
- Request correction, update or deletion of your data.
- Lodge a complaint with the supervisory authority

Most of these rights can be exercised by sending a request to [admin@pegasusexecutivesearch.com](mailto:admin@pegasusexecutivesearch.com), or contacting your relevant company contact.

Should you wish to lodge a complaint against processing performed by us, the competent authority would be the Czech Office for Personal Data Protection (Úřad pro ochranu osobních údajů) located at Pplk. Sochora 27, 170 00 Prague 7, Czech Republic.

This Memorandum should be understood as the Company providing you information related to data processing as data controller within the meaning of Arts. 13 and 14 of the **EU General Data Protection Regulation ("GDPR")**.

## **Regarding Market Research**

Pegasus Executive also engages on assignments with our clients to provide them with market information. This includes activity on research assignments, senior level search assignment research, talent mapping and succession planning projects. These assignments are completed on the basis of commercial agreement with our client.

Such assignment research can include basic personal data related to candidates available on the market. Further information on this data is provided below.

### **Definition of Roles with Regard to Data Processing**

- For Market Research Activities, we are the Data Processor, and the client is the Data Controller, as we are working on behalf of the client, based on our shared commercial agreement.

### **Categories of Personal Data**

When conducting research on behalf of our clients, based on commercial agreement, we work with the following data:

- Names of candidates of interest, current and previous positions.
- Current and previous employers, education and relevant work experience
- Information pertaining to suitability for a given job opportunity

### **Purposes of Processing**

Data is processed, stored and sent to clients based on our agreement for the following purposes:

- As a means to provide market information and candidate prevalence on a pre-defined market
- As a means to demonstrate to a client candidates that will be and are contacted with respect to a given job opportunity
- As a means to demonstrate to a client market response and interest to a given role.

### **Storage of Personal Data**

Pegasus Executive Search s.r.o. stores personal data related to market research via the following means:

- Within the company filing system, in both physical and electronical form
- Within company email systems, located both on-premise and in cloud-based storage within the EEA region
- Within Database systems both on-premise and in cloud-based storage within the EEA region

- Pegasus also uses the services of other personal data processors, who process the data on its behalf and per its instructions. These are IT suppliers, most notably Invenias Limited, Davidson House, Forbury Square, Reading, Berkshire RG1 3EU United Kingdom.

In the case that we have sent personal data to our client as part of a market research project, they have the responsibility as Data Controller to manage this in line with EU legislation.

We store project data for a maximum of 1 year from completion of the relevant project, based on our commercial agreement with the client.

### **Sources of Personal Data**

Pegasus sources data from publicly available sources, such as professional networking sites, such as LinkedIn profile, and job sites such as jobs.cz.

### **Your Rights**

At any time, you can:

- Request information about whether your personal data has been included on market research projects
- Request information how your personal data has been used as part of research projects
- Request deletion of your data.
- Lodge a complaint with the supervisory authority

All rights can be exercised by sending a request to [admin@pegasusexecutivesearch.com](mailto:admin@pegasusexecutivesearch.com), or contacting your relevant company contact, or by contacting the relevant supervisory authority

Should you wish to lodge a complaint against processing performed by us, the competent authority would be the Czech Office for Personal Data Protection (Úřad pro ochranu osobních údajů) located at Pplk. Sochora 27, 170 00 Prague 7, Czech Republic.

This Memorandum should be understood as our Company providing you information related to data processing as a data processor within the meaning of Arts. 13 and 14 of the **EU General Data Protection Regulation** (“GDPR”).

**Valid from May 25<sup>th</sup> 2018**