

# Privacy Policy

TALENTFINDER S.R.O.

LAST UPDATED: 01/01/2026



This Privacy Policy explains how talentfinder s.r.o. ("Company", "we", "us", or "our") collects, uses, processes, and protects personal data in connection with our executive search, recruitment, and talent placement services.

This Privacy Policy applies to:

- candidates and job applicants
- individuals included in our talent database
- clients seeking recruitment services
- website visitors
- other individuals whose personal data we process in connection with recruitment activities

We process personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and applicable data protection laws.

# 1. Data Controller

The data controller responsible for processing personal data is:

talentfinder s.r.o.

Schoellerova 725/15

Čakovice

196 00 Praha

Czech Republic

**Company ID (IČO):** 07612494

**VAT ID (DIČ):** CZ07612494

## Contact Details

**Contact person:** Zbyněk Němec

**Email:** [zbynek.nemec@talentfinder.cz](mailto:zbynek.nemec@talentfinder.cz)

- ☐ The Company has not appointed a Data Protection Officer as it is not legally required to do so.

## 2. Categories of Personal Data

We may process the following categories of personal data.

1

### 2.1 Identification Data

- name and surname
- title
- gender (if voluntarily provided)

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### 2.2 Contact Information

- email address
- phone number
- postal address
- LinkedIn profile or other professional profiles

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### 2.3 Professional Information

- curriculum vitae (CV) or resume
- work history
- job titles and responsibilities
- professional skills and competencies
- certifications and licenses

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### 2.4 Education Information

- education history
- degrees and qualifications
- educational institutions

5

### 2.5 Recruitment Data

- salary expectations
- employment preferences
- relocation preferences
- interview notes
- candidate evaluations
- assessment results

6

### 2.6 References

- contact details of referees provided by candidates
- reference feedback

7

### 2.7 Public Professional Information

We may process publicly available professional information from sources such as:

- LinkedIn
- professional networking platforms
- company websites
- public professional publications

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### 2.8 Website and Technical Data

When visiting our website we may collect:

- IP address
- browser type
- device information
- pages visited
- referral sources
- cookies and analytics data

# 3. Sources of Personal Data

We collect personal data from the following sources.



## 3.1 Directly From Individuals

- job applications
- CV submissions
- contact forms
- networking communication
- interviews



## 3.2 Public Sources

We may identify potential candidates using publicly available professional sources such as LinkedIn and other professional networking platforms.



## 3.3 Client Organisations

Clients may provide information regarding potential candidates in connection with recruitment engagements.



## 3.4 Referrals

Candidates may be referred by colleagues, professional contacts, or clients.



## 3.5 Recruitment Platforms

We may obtain candidate information through job boards, recruitment platforms, and professional databases.

# 4. Purposes of Processing

We process personal data for the following purposes.

## Recruitment and Candidate Placement

- identifying suitable candidates for job opportunities
- evaluating candidate qualifications
- presenting candidates to potential employers
- managing recruitment processes

## Talent Database Management

- maintaining candidate profiles
- contacting candidates regarding future opportunities

## Client Services

- delivering executive search services
- fulfilling recruitment engagements

## Communication

- communicating with candidates and clients

## Website Operation

- responding to inquiries
- improving website functionality
- analyzing website usage

## Legal Compliance

- compliance with legal obligations
- establishing or defending legal claims

# 5. Legal Bases for Processing

Personal data is processed based on the following legal grounds under GDPR.

## Legitimate Interests (*Art. 6(1)(f)*)

Our legitimate interest consists in identifying suitable candidates and connecting professionals with employment opportunities.

## Consent (*Art. 6(1)(a)*)

We may process personal data based on consent when storing candidate profiles in our talent database or contacting candidates regarding future opportunities.

## Contractual Necessity (*Art. 6(1)(b)*)

Processing may be necessary to take steps prior to entering into an employment contract.

## Legal Obligations (*Art. 6(1)(c)*)

We may process personal data where required by applicable laws.

## 6. Data Retention

We retain personal data only for as long as necessary.

Candidate data is typically retained for up to **3 years** from the last meaningful contact. This period reflects typical recruitment cycles and allows us to contact candidates regarding relevant opportunities.

Candidates may request deletion of their personal data at any time.

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Years Retention

from last meaningful contact

☐ Candidates may request deletion of their personal data at any time by contacting us at [zbynek.nemec@talentfinder.cz](mailto:zbynek.nemec@talentfinder.cz).

# 7. Sharing Personal Data

We may share personal data with the following categories of recipients:



## Client Organisations

Personal data may be shared with client organisations in connection with active recruitment engagements.




## Technology Providers

- recruitment software providers
- Applicant Tracking Systems (ATS)
- cloud hosting providers
- analytics providers



## Professional & Legal

- professional advisors
- legal authorities where required by law

 All service providers operate under Data Processing Agreements (DPAs).

# 8. International Data Transfers & Recruitment Software

## 8.1 International Data Transfers

Because recruitment opportunities may involve international employers, personal data may be transferred outside the European Economic Area (EEA).

Appropriate safeguards include:

- EU Standard Contractual Clauses (SCCs)
- adequacy decisions
- other lawful transfer mechanisms

## 8.2 Recruitment Software and ATS

We may use recruitment platforms such as:

- Applicant Tracking Systems (ATS)
- recruitment CRM systems
- talent sourcing tools

These systems store candidate data including CVs, communication history, and recruitment notes.

# 9. Data Subject Rights

Individuals have the following rights under GDPR:



Right of Access



Right to Rectification



Right to Erasure



Right to Restriction of Processing



Right to Data Portability



Right to Object

Requests may be sent to: [zbynek.nemec@talentfinder.cz](mailto:zbynek.nemec@talentfinder.cz)

# 10. Withdrawal of Consent, Complaints & Security

## 10.1 Withdrawal of Consent

Where processing is based on consent, individuals may withdraw consent at any time.

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## 10.2 Right to Lodge a Complaint

Complaints may be submitted to:

**Úřad pro ochranu osobních údajů (ÚOOÚ)**

**<https://www.uoou.cz>**

## 10.3 Security Measures

We implement appropriate technical and organisational security measures including:

- secure cloud infrastructure
- access controls
- authentication systems
- encryption where appropriate
- confidentiality obligations
- regular security reviews

# 11. Automated Decision-Making & Policy Updates

## 11.1 Automated Decision-Making

Recruitment decisions are not based solely on automated processing. All candidate evaluations involve human review.

## 11.2 Updates to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website.

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COOKIE POLICY

# Cookie Policy

The following section sets out our Cookie Policy, which forms part of this Privacy Policy document.

# 12. Cookies — What They Are & Types We Use

## 12.1 What Are Cookies

Cookies are small text files stored on your device when visiting a website.

## 12.2 Types of Cookies We Use

### Essential Cookies

Necessary for website functionality.

### Analytics Cookies

Used to analyse website traffic and improve performance. These cookies are used only with your consent.

### Functional Cookies

Used to remember user preferences.

## 12.3 Cookie Consent Banner

When visiting our website, you will see a cookie consent banner allowing you to:

- accept all cookies
- reject non-essential cookies
- manage cookie preferences

Non-essential cookies are only placed after consent.

# 13. Managing Cookies & Contact

## 13.1 Managing Cookies

Users may manage or delete cookies through browser settings.  
Disabling cookies may affect website functionality.

### Contact

**talentfinder s.r.o.**

Schoellerova 725/15

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Czech Republic

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- ☐ This Privacy Policy was last updated on 01/01/2026. For any questions regarding this policy or the processing of your personal data, please contact us at [zbynek.nemec@talentfinder.cz](mailto:zbynek.nemec@talentfinder.cz).