

DATA CONTROLLER'S JOB APPLICANT PRIVACY NOTICE UNDER GDPR

PURPOSE OF THIS DOCUMENT

CEMEX group companies are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during your job application/hiring process, in accordance with the General Data Protection Regulation EU No. 2016/679 (GDPR). The respective CEMEX group company, that is your potential employer is your "Data controller" and is therefore responsible for the way it keeps and uses your personal data. This information applies to all job applicants of any CEMEX group company in the Czech Republic and may be updated as necessary.

DATA PROTECTION PRINCIPLES

We will comply with data protection law which means, that that your personal data must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

When processing your job application, we collect, store and use the following categories of your personal data:

- Recruitment information (included in your CV or cover letter, copies of right to work documents and references)
- Information that you type into a job application form such as name, title, addresses, telephone numbers, private email addresses, date of birth, gender, employment records, qualification and education, skills etc.
- Any other information that you provide us during job interview or that we obtain by other legal means – see below.

We may also collect, store and use the following "special categories" of personal information:

- Your health status, especially with regard to the assessment of your medical fitness, should you be selected for a specific position.
- Information about criminal convictions and offences for some selected positions.

HOW IS YOUR PERSONAL INFORMATION COLLECTED

We collect your personal data from the following sources:

- directly from you as a job seeker,
- from an employment agency or similar agency,
- from other referencing entities (e.g. from the previous employer/s),
- from publicly accessible sources (e.g. LinkedIn.com).

PURPOSE OF YOUR PERSONAL DATA PROCESSING

We will only use your personal data under the circumstances provided by law mainly for the purpose of:

- assessment of your skills, qualification and competence for the specific position,
- verifying your previous work experience and job references
- communication during hiring process
- internal administration of job applicants' records
- compliance with all legal obligations

FAIL TO PROVIDE PERSONAL DATA

If you fail to provide us with certain requested information necessary for the assessment of your job application (e.g. documents confirming your education, qualification and previous work experience) we won't be able to process duly your job application and it won't be feasible to shortlist you for the selected position.

HOW WE USE SPECIAL CATEGORIES OF PERSONAL INFORMATION

“Special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- information about your physical or mental health, or disability status, to ensure your health and safety at the workplace, to assess your fitness to work and to provide appropriate workplace adjustments
- Information about criminal convictions and offences for some selected positions (e.g. positions with high level of personal integrity requirements).

AUTOMATED DECISION-MAKING

We do not use automated decision-making in the recruitment process.

DATA SHARING

Which third-party service providers we share your personal data with?

We may have to share your data in order to process your job application with third parties - , including third-party recruitment-services providers and other entities in the group. All our third-

party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies and law. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for recruitment administration purposes and in accordance with our instructions.

SECURITY OF PERSONAL DATA

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from Data Protection officer at e-mail: privacy_cz@cemex.com.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will we use your information for?

We will only retain your personal information for maximum 6 six month from the announcement of our decision on your recruitment (without impact on your right to request erasure – see below) to be able to prove a non-discriminatory handling and fair and transparent recruitment process. After expiring of the above-mentioned time period all your personal data shall be securely erased in line with our policies and law.

Should we need to retain your personal data for a potential future vacancy fitting your professional profile, we will request your explicit consent with data retention for 3 years.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate

interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing at e-mail: privacy_cz@cemex.com.

RIGHT TO WITHDRAW CONSENT

If you granted us your explicit consent with data retention for the purpose of offering you a potential future CEMEX vacancy fitting your professional profile, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Data Protection Officer in writing at e-mail: privacy_cz@cemex.com. Once we have received notification that you have withdrawn your consent, we will no longer process your job application and all your personal data shall be securely erased in line with our policies and law.

DATA PROTECTION OFFICER

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO – see e-mail above. You have the right to make a complaint at any time to the supervisory authority for data protection issues, if you believe that we are violating the rules set forth in the GDPR.