



PROTECTION OF PERSONAL DATA FOR JOB APPLICANTS AT THE INSTITUTE OF THERMOMECHANICS OF THE CAS

10 December 2025

1. Purpose

This statement regulates the conditions and rules for handling the personal data of job applicants at the Institute of Thermomechanics of the Czech Academy of Sciences, the process of the selection procedure, the rights of applicants, and the obligations of the Institute as the personal data controller.

2. Personal Data Controller

The personal data controller is the Institute of Thermomechanics of the Czech Academy of Sciences, v. v. i., with its registered office at Dolejškova 1402/5, 182 00 Prague 8, Company ID No.: 61388998 (hereinafter referred to as “the controller”). In case of any questions, applicants can contact the controller at the following email address: secr@it.cas.cz.

3. Purpose of Data Processing

Applicants' personal data are processed solely for the following purposes:

- conducting the recruitment process for the position,
- assessing applicants' qualifications and professional competence,
- communicating with applicants during the selection process,
- archiving documents as required by law.

4. Scope of Processed Personal Data

The Institute may process the following personal data:

- identification data (name, surname, academic titles),
- contact information (email, phone number, address),
- information regarding education and professional experience,
- CV, cover letter, references, scientific publications,
- any additional information voluntarily provided by the applicant.

5. Legal Basis for Processing

Processing is carried out on the basis of:

- Article 6(1)(b) GDPR – taking steps prior to entering into an employment contract,
- Article 6(1)(c) GDPR – compliance with legal obligations,
- Article 6(1)(a) GDPR – explicit consent for future recruitment processes.

6. Data Retention Period

- Personal data are stored for the duration of the recruitment process but no longer than 6 months after its completion.



- With the applicant's explicit consent, the Institute may retain data for future recruitment processes for a period determined by the internal regulations of the Institute.
- After the retention period, all data will be securely deleted.

7. Access to Personal Data

Access is limited to persons involved in the recruitment process, including:

- HR personnel,
- members of the selection committee,
- IT department,
- Institute management.

8. Applicants' Rights

Applicants have the right to:

- access their personal data,
- rectify inaccurate data,
- request erasure (where legally permissible),
- request restriction of processing,
- object to processing,
- withdraw consent for future recruitment processes,
- lodge a complaint with the relevant supervisory authority.

9. Submitting Requests and Inquiries

Applicants may exercise their rights or send inquiries using the contact details provided on the Institute's website.

10. Final Provisions

This directive becomes effective on the date of its approval and is made available to applicants on the Institute's website or upon request.