

Data Protection Notice

What we need ?

We, **Assessment Systems International** (the Company), either alone or as a part of the group undertaking, and acting as a Data Processor on behalf of our Customer who are acting as a Data Controller and with whom you have agreed to perform the 360 degree feedback test in the first place, need you to agree to the process of testing.

The Company is processing all the personal data fulfilling the highest standards of data protection and information security based on, but not limited to the regulation EU GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament)

Our General Personal Data Protection Policy governs the use and storage of your data. You can view our General Personal Data Protection Policy on this link - <https://www.asystems.as/gpdpp.pdf>

We need to collect the following types of personal data from you:

- First and last name
- Your e-mail address
- Your hierarchical role in regards to other users (e.g. superior, colleague, etc.)

Why we need it ?

The survey, i.e. the 360 degree feedback, is an efficient and systematic tool for personal development. The feedback focuses on behavior at work – specific skills and competencies. Based on the results, individual development plans can be created. 360° feedback can be used to identify and recognize strengths and weaknesses and can serve as a starting point for better work effectiveness.

- The person surveyed will learn how others (superiors, colleagues, subordinates or internal and external customers) see her / his individual competencies
- The surveyed person can identify important areas of development
- Feedback is used to provide an action plan with development targets and strategies

In order to fulfil the purpose determined by the Data Controller we need to process the data, including your personal data, in order to deliver the feedback to the person that has performed the test.

What do we do with it ?

Our 360 degree feedback testing system is based in EU countries. The actual processing, hosting and storing of your data are performed by the companies Naucrates s.r.o. and TTC TELEPORT, s.r.o. both located in Czech Republic. Both companies are acting as our sub-processors.

No other third party providers have access to your data, unless specifically required by law and even in this case, they are processed by the explicit consent of the Data Controller as defined by the regulation EU GDPR 2016/679.

How long do we keep it ?

The personal data will be processed for the period of 5 years upon granting your consent to the Data Controller or until your consent is revoked. The Company shall act upon demand of the Data Controller regarding the deletion or destruction of your personal data in all cases.

What are your rights ?

Should you believe that any personal data we hold on you is incorrect or incomplete or subject to any other cause, you have the right to request to see this information, rectify it or have it deleted. For the most efficient action, please contact the Data Controller directly.

In the event that you do not have the contact details of the Data Controller, please contact our Data Protection Officer at dpo@asystems.as or in writing to "Assessment Systems International , Sokolovská 131/86, Prague 186 00, Czech Republic". Our Data Protection Officer will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Data Protection Authority in your country and file a complaint with them.