

## Information clause (Employee)

1. The administrators of your personal data are:
  - a. **Fabrity JSC** (joint-stock company) with its registered office in Warsaw, 44a Domaniewska Street, 02-672 Warsaw, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw, XIII Commercial Division of the National Court Register under number: 0000059690, share capital of PLN 2,780,396.00, fully covered up, Tax No: 9511983801, Statistic No: 01637872, and
  - b. **Fabrity Commerce LLC** (limited liability company) with its registered office in Poznan, 46 Rubież Street, 61-612 Poznan, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court Poznan – Nowe Miasto and Wilda in Poznan, VIII Commercial Division of the National Court Register under number: 0000914436, share capital of PLN 10,000.00, fully paid up, Tax No: 9721244346, Statistic No: 302441526, hereinafter referred to as The Co-Controllers.
2. The Co-controllers have appointed a **Data Protection Officer**, Mr Mariusz Zajkiewicz, who can be contacted by email by sending correspondence or by traditional mail to the correspondence address one of the companies with the note "GDPR":
  - a. [iod@fabrity.pl](mailto:iod@fabrity.pl)
  - b. **Fabrity S.A.** with its registered office 44a Domaniewska Street, 02-672 Warsaw.
3. Your personal data will be processed:
  - a. to carry out the recruitment process on the basis of Article 6 point 1 letter b of the GDPR (taking steps, at the request of the data subject prior to entering into a contract) and Article 22<sup>1</sup> of the Labour Code;
  - b. to carry out a future recruitment process on the basis of Article 6 point 1 letter a of the GDPR (consent) if we receive more data from you than is legally required;
  - c. to carry out part of the recruitment process by automated means on the basis of Article 6 point 1 letter a of the GDPR (consent) based on the information provided by the candidate;
  - d. to send marketing information on the basis of Article 6 point 1 letter a of the GDPR (consent) informing about new developments and activities of the company;
  - e. to send commercial information by electronic means pursuant to Article 6 point 1 letter a of the GDPR (consent) based on Article 398 of the Electronic Communications Law;
  - f. processing of personal data in the form of an image on the basis of Article 6 point 1 letter a of the GDPR (consent) based on Article 81 of the Copyright and related rights;
  - g. processing of personal data of employees and contractors cooperating with the Controller on the basis of Article 6 point 1 letter c of the GDPR (necessary to fulfil a legal obligation related to the establishment of cooperation and performance of the contract, specified in the provisions of the Labour Code and the Civil Code).
  - h. processing of personal data of employees of contractors cooperating with the Controller on the basis of Article 6 point 1 letter f of the GDPR (legitimate interest of the Controller, related to the establishment of cooperation and performance of the contract, specified in the provisions of the Labor Code and the Civil Code, and pursuing claims until the expiry of the limitation period).
4. Data required for the recruitment process in accordance with Article 22<sup>1</sup> § 1 of the Labour Code:
  - a. name(s);
  - b. date of birth;
  - c. the contact details indicated by such a person;
  - d. education;
  - e. professional qualifications;
  - f. history of previous employment;

- g. other required for the specific position, where it is necessary for the exercise of a legal right or obligation under a legal provision.
- 5. Data required for cooperation:
  - a. name;
  - b. position;
  - c. email address;
  - d. telephone number;
- 6. Your personal data related to recruitment will be processed for the duration of the recruitment, but no longer than **12 months** from the date of uploading your data to the system. Other data will be processed on the basis of the law for the duration of the cooperation.
- 7. If you participate in the recruitment process on the recommendation of an employee of one of the Co-Controllers, your data will be processed for a further 12 months (**24 months** in total) from the moment your candidature was presented by an employee of the Co-Controllers.
- 8. If you have given your consent to the processing of your personal data in order to participate in future recruitment processes carried out by the Co-Controllers, your personal data will be saved and stored for a period of **24 months** from the end of the period specified in paragraph 6 of the information clause (**36 months** in total).
- 9. If you are not our contractors or business partners, we only store data collected in connection with your current contact, for a period of a few weeks (some cookies), up to a maximum of **5 years** (more detailed queries and conversations that may be relevant to our future contact), depending on the category of the individual information.
- 10. If you are our contractors or business partners, we store the data collected exclusively in connection with the performance of the contract for a period of **5 years** from the end of the accounting year in which the cooperation ended.
- 11. The recipients of your personal data will be entities cooperating with the Co-Controllers in the field of IT support, legal support and public entities such as ZUS, US.
- 12. You have the right of access to the content of your data and the right to rectification, erasure, restriction of processing, the right to object, if the processing of personal data is based on consent, and the right to data portability.
- 13. You have the right to lodge a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data violates the provisions of the GDPR. The Authority can be contacted by email by sending correspondence to the email address or by post to the postal address below:
  - a. 2 Stawki Street, 00-193 Warsaw;
  - b. [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl)
- 14. The provision of personal data is voluntary but necessary for the recruitment process or the performance of the contract concluded with the data subject or the Co-Controllers.
- 15. You have the right to withdraw your consent to the processing of your personal data, but without affecting the processing prior to your request.
- 16. We do not intend to transfer your personal data to a third country or international organization.