

Information on personal data processing

In fulfilling the obligation referred to in Articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", acting as the data controller, we hereby provide in this information, required by the aforementioned provisions, details regarding the processing of your personal data.

- 1) The controller of your personal data is VM.PL Sp. z o.o., with its registered office in Wrocław, ul. T. Kościuszki 82, 50-441 Wrocław, registered by the District Court for Wrocław-Fabryczna, 6th Economic Division of National Court Register under KRS number 0000201477, tax identification number: 8951811558, REGON number: 932985224, share capital 116,400. - PLN (hereinafter, „VM.PL”).
- 2) In matters related to the processing of personal data, please contact us by e-mail to: rodo@vm.pl or at the office address of VM.PL indicated in sec. 1.
- 3) Your personal data is processed for the following purposes:
 - a) in the case where employment based on a contract of employment is preferred: your data, to the extent resulting from your CV and other information provided in the recruitment process, will be processed for the purpose of conducting the recruitment process and fulfilling related legal obligations associated with the recruitment process; the legal basis for processing is Article 6(1)(c) of the GDPR in connection with relevant provisions of the Polish Labor Code, and regarding data beyond the scope specified in the mentioned regulations, the legal basis for processing is your consent (Article 6(1)(a) of the GDPR);
 - b) in the case where employment based on a civil law contract is preferred: your data, to the extent resulting from your CV and other information provided in the recruitment process, will be processed for the purpose of conducting the recruitment process, the legal basis for processing is your consent (Article 6(1)(a) of the GDPR);
 - c) your data, to the extent resulting from your CV and other information provided in future recruitment processes, will be processed for the purpose of future recruitment processes conducted by VM.PL- the legal basis for processing is your consent (based on Article 6(1)(a) RODO).
 - d) your data, to the extent including name, surname and e-mail address, will be processed for the purpose of sending commercial or marketing information, based on your consent (Article 6(1)(a) of the GDPR, Art. 10 sec. 2 of the Polish Act of 18 July 2002 on Providing Services by Electronic Means and Article 172 sec. 1 of the Polish Act of 16 July 2004, Telecommunications Law);
 - e) your data in the scope resulting from points a-d above may also be processed for the purpose of possible establishment, exercise, or defense against various types of legal claims and assertions in the exercise of the legitimate interest of VM.PL as controller (Article 6(1)(f) of the GDPR).
- 4) The recipients of your personal data may be:
 - a) companies affiliated with VM.PL;
 - b) clients and business partners of VM.PL - our recruitment processes are usually carried out for specific projects, therefore, the details of our clients or business partners of VM.PL, to whom your personal data may be made available, will be provided during the recruitment process; we make your personal data available only

- to those clients and business partners of VM.PL who are affected by the project under recruitment;
- c) processors processing data on behalf of VM.PL, including recruitment portals and entities providing recruitment services, marketing agencies, providers of infrastructure, systems, and tools used in the recruitment processes or when sending of commercial information;
 - d) LinkedIn - to the extent that we use this tool in the recruitment process, for example, if we contact you through this portal;
 - e) authorized authorities or institutions in accordance with applicable legal regulations.
- 5) In the recruitment process, we may also use information you have provided on LinkedIn or contact you via the LinkedIn page, particularly if you have provided a link to your profile in the recruitment form. We are not responsible for the privacy policies of this portal, but we encourage you to review them on LinkedIn's Privacy Policy page.
- 6) Your data will be stored for the following periods:
- a) data processed for recruitment purposes: for the period of the recruitment process and for 1 month after its completion, and if you provide additional consent to participate in future recruitments - for a period not exceeding 36 months from the date of granting consent;
 - b) data processed for the purpose of sending commercial and marketing information: for the period of the subscription, until withdrawal of consent or effective objection;
 - c) data processed for the purpose of exercising rights or defending against legal claims: the data will be stored taking into account the relevant periods of limitation of claims, but no longer than 6 years, counting from the end of the year in which the recruitment process or subscription ended.
- 7) In connection with our processing of your personal data, you have the right to:
- a) request access to your personal data;
 - b) request rectification of your personal data;
 - c) request deletion;
 - d) request the restriction of the processing of your personal data;
 - e) requests for the transfer of personal data (right to data portability);
 - f) object to the processing of your data;
 - g) lodge a complaint to the President of the Polish Office for Personal Data Protection, if you consider that the processing of your personal data violates the law.

However, we would like to inform you, that the submitted requests for the implementation of the above-mentioned rights will be assessed in the light of the provisions of the GDPR and therefore we do not guarantee their implementation in every case.

- 8) The consequences of not providing personal data may vary, depending on the purpose of their processing:
- a) with regard to data processed for the purposes of recruitment and making the data available to clients and business partners of VM.PL: failing to provide data or failing to give consent(s) will have the consequences that you won't be able to participate in a given recruitment process or future recruitment processes; failure to provide data in a recruitment process beyond the scope resulting from labor laws will not affect this process.
 - b) with regard to data processed for the purpose of sending commercial or marketing information: failing to provide the data or give consent will have the consequences

that you won't receive information about events, parties or language courses or other commercial or marketing information.

- 9) You also have the right to withdraw any consent given for receiving commercial information, processing personal data, or making your data available to clients and business partners of VM.PL, whereby withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. To withdraw any of consent, please contact by e-mail to: rodo@vm.pl at the VM.PL office address indicated in sec. 1.
- 10) Your personal data will not be used for profiling purposes, including automated decision-making.
- 11) With regard to data processed for recruitment purposes and making the data available to VM.PL's clients and business partners in recruitment processes, we do not transfer your personal data outside the European Economic Area (EEA).
- 12) In the scope of data processed for the purposes of sending commercial or marketing information, we may transfer your personal data outside the European Economic Area (EEA), for example to the USA, due to the use of selected tools to manage this process or our website. We make sure that such data is always transferred with appropriate safeguards, such as, for example, a decision confirming an adequate level of protection (Article 45 of the GDPR) or standard contractual clauses (in accordance with Article 46(2) of the GDPR). To obtain more information about appropriate safeguards in this regard, to receive a copy of this data or information about where it is made available, please contact us at the following e-mail address: rodo@vm.pl.