



Information clause.



The Controller of your data is Cinkciarz.pl sp. z o.o. with its registered office in Zielona Gora at 17B Wroclawska Street (www.cinkciarz.pl). The Data Controller has appointed a Data Protection Officer, who can be contacted in all matters related to the processing of personal data at the Data Controller's address or via email: iod@cinkciarz.pl.

The data obtained are processed for the recruitment and verification of your application. The provision of data is voluntary but necessary for the consideration of your application. The basis for the processing of your personal data is to take action at the request of the data subject (Candidate) prior to the conclusion of a contract (Article 6(1b) GDPR).

In the event that the data provided exceed the scope provided for in Article 22(1) of the Labour Code, we will process them upon your consent to do so (Article 6(1a) GDPR). Sending us your application is tantamount to giving your consent, as it clearly indicates your willingness to participate in the recruitment process. You may withdraw your consent to processing your personal data at any time, whereby withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of consent before its withdrawal.

If you have consented to future recruitment processes, your application will be considered in all recruitments organized by the Conotoxia Holding Group Companies, which are joint controllers. Full details of the Companies composing the Group may be found at:

<https://media.cinkciarz.pl/pdf/gdpr-joint-controllers.pdf>.

In addition, the basis for the processing of your data, to a limited extent, will be our legitimate interest (Article 6(1f) GDPR), which is to optimize the process of verifying the Candidate's competence by considering data from historical recruitment processes. For this purpose, we store the following data: your first name, surname and email address (due to the need to uniquely identify you as an individual) and information about the position for which you were previously recruited, the date on which you sent your application, and the stage at which your application was rejected. We will keep this data for 5 years, counting from the end of the year in which the recruitment procedure in question took place.

We will keep your data until the recruitment procedure is completed or, in the case of consent to participate in future recruitment procedures, for 2 years, counting from the end of the year they were transmitted to us.

Your data may be shared with the HR consultancy agencies working with us and IT solution providers supporting the recruitment process. Your data will not be profiled.

Your personal data may be transferred to entities with whom we cooperate in the provision



of our services, i.e. recipients located in countries outside the European Economic Area, for which the European Commission has declared an adequate level of protection, as well as to recipients for which the European Commission has not declared an adequate level of protection, provided that in this case the data are transferred based on standard data protection clauses.

Recipients in countries outside the European Economic Area have implemented and maintained adequate safeguards for processing personal data.

You have the right to access your data, to request erasure, rectification, to object to processing on valid grounds, to restrict processing and to data portability. If you wish to exercise these rights, please write to us from the email address provided in your application documents to praca@cinkciarz.pl.

You have the right to lodge a complaint against processing your data with the President of the Office for Personal Data Protection (2 Stawki Street, 00 - 193 Warsaw, Poland).