

INFORMATION CLAUSE FOR JOB APPLICANTS

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You are also provided this information in the abridged or full version of the information obligation given to you in the direct communication at first contact.

CONTROLLER OF PERSONAL DATA

The controller (administrator) of your personal data is TALEX S.A. with its registered office at ul. Karpia 27d, 61-619 Poznań, NIP: 782-00-21-045, REGON 004772751; hereinafter: the Administrator or Us.

CONTACT US REGARDING PERSONAL DATA

Would you like to notify us of a breach of protection of your personal data or send us a request concerning your rights as a data subject? Do you have questions or concerns about the protection of your personal data?

Contact information of the Data Protection Officer of TALEX:

E-mail: iod@talex.pl

Address: TALEX S.A. ul. Karpia 27d, 61-619 Poznań, with reference "IOD".

PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

Your personal data will be processed for the purposes:

1. *carrying out and resolving the recruitment process* conducted for the position you are applying for:
 - a. based on Article 6(1)(b) of GDPR, i.e., for the purpose of taking necessary actions at the request of a person prior to the conclusion of a contract – with regard to the data provided in the recruitment process, indicated in Article 22¹¹ of the Act of 26 June 1975 Labour Code, and based on the consent provided by you, i.e., Article 6(1)(a) of GDPR with regard to data beyond the catalogue indicated in Article 22¹ §1 of the Act of 26 June 1974 Labour Code;
 - b. under Article 6(1)(f) of GDPR, i.e., to pursue the legitimate interest of the Administrator – to the extent of the data created in the application process;
2. *to include your recruitment profile, i.e. your application and other information generated in connection with your application, in future recruitments* during the following 12 months from the date of your consent;
3. *as part of an internal audit to verify that the process has been carried out correctly*, in accordance with the law and our internal procedures, based on Article 6(1)(f) of GDPR, i.e., in order to fulfil the Administrator's legitimate interest to verify that the recruitment process has been carried out correctly;
4. *establishing, asserting, or defending against claims*, under Article 6(1)(f) of GDPR, i.e., to pursue the legitimate interest of the Administrator consisting of assessing the risk of claims being brought against us and defending against them.

DATA SOURCES

Your personal data is acquired:

1. directly from you;
2. from another source you have indicated, e.g. a previous employer, an online service such as LinkedIn;
3. created in the course of the recruitment, e.g., recruiters' opinions, competency evaluation by recruiters.

DATA COLLECTION RULES

We may collect the following categories of your personal data during our recruitment processes to create your recruitment profile:

1. **contact information:** first and last name, address, e-mail address, phone number;
2. **information provided in the application:** your career and employment history, date of birth, image, education, skills, language skills and any other information that will be included in your application;

3. **other data:** any information you choose to share with us during the recruitment processes and that we generate in connection with your application.

It cannot be ruled out that special categories of data (within the meaning of Article 9 of the GDPR), e.g. health information, will appear in the process, but we will only process this if you provide such data yourself with your application.

In addition, we can obtain the following information during the recruitment process:

1. **competency assessment:** we can generate evaluative information and opinions about your candidacy on the basis of your application and observations made during the recruitment process, or we can ask you to submit to an assessment of your competences, your skills, your character traits or your cognitive abilities;
2. **References:** we may choose to obtain references from individuals/ institutions, from your professional career. We will only contact those persons whose contact details you have provided to us and only with your consent.

PERIOD OF DATA PROCESSING

We will process your personal data for the duration of the recruitment in question and thereafter keep it for the period during which any claims by either party can be made, i.e., 6 months from the date of application. Also, if you withdraw from the recruitment process during the recruitment process, your personal data will be kept for the period of any claims by either party, i.e., 6 months from the date of application.

If you have given your consent to the processing of your personal data for the purpose of participating in future recruitments, we will process your data for this purpose until you revoke your consent, but no longer than 12 months from the date of your application and your consent.

DATA RECIPIENTS

Your personal data may be made available to the following categories of entities:

1. trusted subcontractors, in particular entities providing and maintaining selected IT systems and solutions (including hosting, development and maintenance of IT systems and websites, and providers of IT systems supporting the recruitment process in question),
2. to courier and postal services providers,
3. debt collectors and law firms.

The recruitment services eRecruitment Solutions sp. z o.o. (eRecruiter) and Grupa Pracuj SA (Pracuj.pl) are also responsible for processing your data when you fill in an application form.

Recruitment services connect TALEX and candidates and, in doing so, offer various services dedicated to both jobseekers and potential employers (e.g. posting their job vacancies on the site, receiving applications and sending job offers or contacts to candidates whose profile matches their search). In this scope of processing your data, TALEX and the owner of the portals are joint controllers. Each of the abovementioned joint controllers decides by themselves on the purposes and means of data processing, but to a different extent. TALEX is responsible solely within the scope of personal data it processes.

The privacy policy of eRecruitment Solutions sp. z o.o. (eRecruiter) and Grupa Pracuj SA (Pracuj.pl) is available at the address

https://erecruiter.pl/files/konto_kandydata/Polityka_Prywatnosci_Konto_Kandydata_2022-01-20.pdf

Your personal data may be transferred outside the European Economic Area within the framework of the Administrator's use of IT solutions and systems provided by other entities, which may store personal data on servers located outside this area (including the United States) or within the framework of the Administrator's provision of business-related services - to the extent necessary for their performance, the basis for such transfer may be a decision of the European Commission stating an adequate level of protection or the application of appropriate legal safeguards, which are in particular standard contractual clauses for the protection of personal data approved by the European Commission.

GRANTED RIGHTS

In relation to the processing of your personal data by the controller, you have the right to:

1. access your personal data,

2. rectify your personal data,
3. erase your personal data,
4. restrict the processing of your personal data,
5. object to the processing of your personal data,
6. withdraw consent.

You have the right to lodge a complaint to the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.

ADDITIONAL INFORMATION

The provision of personal data is voluntary, yet, to the extent stipulated in Article 22¹ §1 of Labor Code, necessary to participate in the recruitment process.

There is no automated decision-making, including profiling, in the processing of personal data.