

Notice on personal data processing by Orzeł Biały Spółka Akcyjna

1. Who is the administrator of your personal data?

The administrator of your personal data (hereinafter "**The Data**") processed by us in connection with conducting business is Orzeł Biały Spółka Akcyjna with its registered office at Piekary Śląskie at ul. Harcerska 23 (41-946), hereinafter referred to as **The Administrator** or **Orzeł Biały**.

Orzeł Biały is a member of Orzeł Biały Group. The current list of all companies from Orzeł Biały Group is published by Orzeł Biały in periodic reports available at: www.orzel-bialy.com.pl/pl/ir/okresowe.

The Data is processed in accordance with the current regulations including with this General Regulation on the Protection of Personal Data (GDPR)¹.

The Data shall mean any information about an identified or identifiable natural person. An identifiable natural person is a person who can be directly or indirectly identified, in particular on the basis of an identifier such as name, identification number, location data, Internet identifier or one or more specific factors determining physical, physiological, genetic, psychological, economic, cultural or social identity of a natural person.

2. How do we process Data?

Orzeł Biały takes special care to protect the interests of the persons to whom the Data applies, and in particular ensures that the collected Data are:

- processed in accordance with the law, fairly and transparently for the Data subject;
- collected for specific, explicit and legitimate purposes and not further processed in a way incompatible with such purposes;
- adequate, relevant and limited to what is necessary for the purposes for which they are processed;
- correct and updated as necessary;
- stored in a form that permits the identification of the Data subject for no longer than is necessary for the purposes for which the Data are processed;
- processed in a manner that ensures adequate Data security including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, by appropriate technical or organisational measures.

3. When do we process the Data?

We process the Data in many situations. These may be situations where you have provided your Data in person through various communication channels (e.g. application sent by e-mail or by phone), but also when we have obtained your Data from other sources (e.g. from a company with which you cooperate) and which is our contractor.

4. Data Processing in connection with recruitment.

a. What data are processed by us in connection with recruitment?

As the Administrator, we process Data of persons applying for employment provided by any available recruitment channels, in particular we process all Data provided to us as part of the application and collected as part of the recruitment process.

In connection with the recruitment, we may process the following Data (processing of some Data may depend on your consent): Identification data, Contact data, Education data, Data on skills and previous employment, Data on certified qualifications and other Data provided to us during the recruitment process.

b. What is the purpose and basis of data processing in connection with the recruitment?

In connection with the recruitment, we process Data for the following purposes:

- consideration of the candidature and implementation of the recruitment process, and in the case of consent, including for the purposes of future recruitment or any recruitment within Orzeł Biały Group;
- defense against potential claims including for the purpose of claim management

The basis for the processing of the Data by the Administrator is governed by the provisions of the applicable laws, in particular the Labor Code and executive acts, and in the scope broader than specified in these regulations and in the scope of future recruitment, by your consent.

Providing the Data is voluntary, but necessary to carry out the recruitment process and to establish possible further cooperation.

c. How long will Data be processed in connection with recruitment?

The Data will be processed for the purposes set out above for the duration of the recruitment process or future recruitment, and then until the expiration of the possible claims.

d. Who is the recipient of Data in connection with recruitment?

The Data processed by us in connection with the recruitment may be transferred to other member companies from Orzeł Biały Group and to entities supporting us in the recruitment process and providing IT services to us.

5. Do your Data go beyond the European Economic Area (EEA)?

Your Data does not go beyond the European Economic Area, and if in the future a transfer to a place outside the EEA should be made, Orzeł Biały takes appropriate steps to protect Data, in particular by:

- the use of specific contractual clauses called "standard contractual clauses" that have been approved by the European Commission, or
- transfer to countries for which the European Commission has adopted a decision establishing an adequate level of protection.

In this case, you have the right to obtain a copy of the appropriate security.

6. What rights do you have?

Under the terms of the applicable regulations, you have the right to:

- access the Data including the right to obtain copies thereof;
- requests for Data rectification, deletion or restriction of processing;
- oppose to Data processing;
- transfer your Data to another administrator (to the extent that the basis for Data processing is

¹ The General Data Protection Regulation or Regulation of the European Parliament and of the Council 2016/679 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.

indispensability to perform the contract or your consent).

If the processing of the Data takes place on the basis of your consent, you have the right to revoke it at any time without affecting the legality of the processing which was made on the basis of your consent before its withdrawal.

You are also entitled at all times to file a complaint to the President of the Office for the Protection of Personal Data.

7. Contact:

You may contact Orzeł Biały Spółka Akcyjna under e-mail: office@orzel-bialy.com.pl or phone: (32) 779 65 00.