

# Personal Data Administrator Information Clause

Please read the following information. Remember that you can always withdraw your consent.

Dear candidate for an employee, on May 25, 2018, Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and the repeal of Directive 95/46 came into force / EC (referred to as "GDPR", "GDPR", "GDPR" or "General Data Protection Regulation").

Therefore, we would like to inform you about the processing of your data and the rules on which it takes place.

## WHAT DATA ARE WE TALKING ABOUT?

We are talking about your personal data collected during the recruitment process for our company.

## WHO WILL BE THE ADMINISTRATOR OF YOUR PERSONAL DATA?

The administrator of your personal data is the TLA OmniFin sp. z o.o., Pl. Ks. Kard. St. Wyszyńskiego 54/8, 58-500 Jelenia Góra, email: [omnifin@omnifin.pl](mailto:omnifin@omnifin.pl), phone: +48 75 645 10 80, hereinafter referred to as: the Administrator.

## WHY DO WE WANT TO PROCESS YOUR PERSONAL DATA?

Your personal data will be processed for the purposes of current and future recruitment based on consent - pursuant to Art. 6 sec. 1 lit. a general regulation on the protection of personal data of April 27, 2016 and the Polish Labor Code of June 26, 1974.

Your personal data will be stored for the duration of this recruitment and, possibly, if you give your consent, for the duration of future recruitments for a period of 6 months.

## WHO DO WE TRANSFER YOUR PERSONAL DATA TO?

Your personal data collected in the recruitment process will not be transferred to other entities.

Administrator does not intend to transfer personal data to a third country or an international organization.

## HOW DO WE PROTECT YOUR DATA?

In order to protect your personal data, the Personal Data Protection Policy has been implemented, in accordance with the GDPR Regulation, in force in our company according to the following rules and standards:

### ADEQUACY RULE

We process only the data that is necessary to achieve the given processing purpose.

### TRANSPARENCY RULE

You should have full knowledge of what is happening with your data. This document, in which we try to provide you with full information about the rules for the processing of your personal data by us, is its manifestation.

### REGULARITY RULE

We strive to keep your personal data in our systems up-to-date and truthful. If you find that in some area your personal data has not been updated by us or is incorrect, please contact us directly by email:

[omnifin@omnifin.pl](mailto:omnifin@omnifin.pl), phone: +48 75 645 10 80

### INTEGRITY AND CONFIDENTIALITY RULE

We apply the necessary measures to protect the confidentiality and integrity of your personal data. We constantly improve them along with the changing environment and technological progress. Security features include physical and technological measures restricting access to your data, as well as appropriate measures to prevent loss of your data.

### ACCOUNTABILITY RULE

We want to be able to account for each of our actions on personal data so that, if you have a question, we can provide you with full and reliable information about what actions we have performed on your data.

## WHAT ARE YOUR RIGHTS?

The data protection law gives you a number of rights that you can use at any time. As long as you do not abuse these rights (e.g. by unjustified daily requests for information), using them will be free of charge for you and should be easy to implement. Your rights include:

### RIGHT OF ACCESS BY THE DATA SUBJECT

This right means that you can ask us to export from our databases the information we have about you and send it to you in one of the commonly used formats.

## RIGHT TO RECTIFICATION

If you learn that the data we process is incorrect, you have the right to ask us to correct it, and we will be obliged to do so. In this case, we have the right to ask you to provide some document or other proof of the change of data.

## RIGHT TO RESTRICTION OF DATA PROCESSING

If, despite our compliance with the adequacy rule, which we write about in the section "How we process personal data", you decide that we process too wide a catalog of your personal data for a specific process, you have the right to request that we limit this scope of processing. As long as your request will not contradict the requirements imposed on us by applicable law or will not prevent the performance of the contract, we will accept your request.

## RIGHT TO ERASURE ('RIGHT TO BE FORGOTTEN')

This right, also known as the right to be forgotten, means your right to request that we remove any information containing your personal data from our database systems and from our records. Remember that we will not be able to do this if we are required to process your data by law.

## RIGHT TO DATA PORTABILITY

In accordance with the general regulation on the protection of personal data, you can ask us to export the data that you provided to us in the course of all our contacts and all cooperation to a separate file for further transfer to another data controller. You can exercise the rights referred to above by contacting us by [omnifin@omnifin.pl](mailto:omnifin@omnifin.pl), phone:+48 75 645 10 80

You can also contact us for the above data when some of our actions raise your concern as to whether it violates your rights or freedoms.

If you believe that we have breached the rules for the processing of your personal data in any way, you have the right to lodge a complaint directly with the supervisory authority of the President of the Office for Personal Data Protection.

As part of exercising this right, you should provide a full description of the situation and indicate what action you consider to be violating your rights or freedoms. The complaint should be submitted directly to the supervisory authority at the following address: ul. Stawki 2, 00-193 Warsaw.

## RIGHT TO OBJECT

We want to inform you separately that you also have the right to the so-called object to the processing of your personal data. You submit the right to object when you do not want us to process your personal data for a specific purpose. In this case, we will continue to process your data for the purposes of other processes (for other purposes), but not for the purpose for which you objected, unless your request is against the obligations imposed on us by law. You can submit your right to object by [omnifin@omnifin.pl](mailto:omnifin@omnifin.pl), phone:+48 75 645 10 80

If you agree to future recruitment, we need your additional consent with the following content:

"I consent to the processing of my personal data for the period of future recruitment carried out within 6 months from this date"

.....  
date and signature