

Information Clause

on the processing of personal data of persons participating in recruitment

The provisions of law - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC on data protection personal (regulation hereinafter referred to as: "GDPR"), as well as the Act on the protection of personal data authorizes the Company to collect and process information about persons applying for employment in the scope resulting from applicable law - the Labor Code.

The administrator of personal data processed in connection with the recruitment process is:

VERSHOLD HOLDING POLAND Sp. z o.o. with its registered office in Warsaw

ul. Żwirki i Wigury 16A, 02-092 Warsaw, entered into the register of entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, XIII Department of the National Court Register, under KRS number 0000453736, REGON: 146569340, NIP: 5223004687, hereinafter referred to as the "**Company**".

Contact details for personal data: hr@vershold.com

The Company informs that:

- 1) The company processes the following personal data of the applicant for employment: first name (names) and surname, date of birth, contact details provided by the applicant for employment (telephone number, email address). The Company may request personal data in the form of education, professional qualifications, and hitherto employment status if it is necessary to perform a specific type of work or for a specific position.
- 2) The Company requests providing personal data other than those specified in item 1) above only when it is necessary to exercise the right or fulfill the obligation resulting from the law.
- 3) Providing personal data to the Company takes the form of a declaration of the person applying for employment. The Company may request documentation of personal data to the extent necessary to confirm it.
- 4) The consent of the applicant for employment may be the basis for the processing of personal data by the Company other than those listed in item 1) above, whereby:
 - a) The Company may not process, even with the consent of the applicant for employment, the personal data referred to in art. 10 GDPR (personal data regarding convictions and offenses or related security measures);
 - b) lack of consent or withdrawal of consent cannot be the basis for unfavorable treatment of the applicant, and may not cause any negative consequences for him, in particular it may

not constitute a reason justifying refusal of employment;

- c) the processing of personal data with the consent of the applicant for employment relates to personal data made available by the applicant for employment on the Company's request or provided to the Company on the initiative of the applicant for employment.
- 5) The consent of the person applying for employment may constitute the basis for the Company's processing of personal data referred to in art. 9 sec. 1 GDPR (personal data revealing racial or ethnic origin, political views, religious or ideological beliefs, trade union membership and processing of genetic data, biometric data to uniquely identify a natural person or data regarding that person's health, sexuality or sexual orientation) only in the case where the transfer of such personal data takes place at the initiative of the applicant for employment, whereby the lack of consent or its withdrawal cannot be the basis for unfavorable treatment of the applicant, and also may not cause any negative consequences for him, in particular may constitute grounds for refusing employment.
- 6) collection, recording, organizing, structuring, storage, adapting or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction personal data constitutes their processing.
- 7) Personal data will be processed:
 - a) in order to carry out the current recruitment procedure - in accordance with art. 6 sec. 1 item b GDPR;
 - b) also in subsequent recruitment processes, if the applicant for employment gives his consent, which can be dismissed at any time - in accordance with art. 6 sec. 1 item a GDPR;
 - c) also with the consent of the applicant for employment (the consent may be withdrawn at any time) - in the scope of personal data referred to in point 4) and 5) above - in accordance with art. 6 sec. 1 item a GDPR;
 - d) for purposes resulting from legitimate interests pursued by the Company (securing the pursuit of any claims; internal needs of the Company - human resources management) - in accordance with art. 6 sec. 1 item f GDPR;
 - e) in order to fulfill the legal obligations incumbent on the Company in the field of labor law (requirements regarding documentation contained in the applicant's questionnaires) - in accordance with art. 6 sec. 1 item c GDPR and relevant legal provisions obliging the Company to process personal data;
- 8) Providing personal data in the scope resulting from point 1) above is necessary in order to conduct the recruitment process. Providing other personal data - with consent - is voluntary.

Withdrawal of consent may take place at any time, but does not affect the lawfulness of processing prior to withdrawal of consent;

- 9) Personal data will be stored for the period of:
 - a) within the scope indicated in points 7a) and 7c) above - for the time necessary to conduct recruitment;
 - b) to the extent indicated in point 7b) above - for a period of 9 months from the date of consent;
 - c) within the scope indicated in points 7d) and 7e) above - for the period of limitation of claims arising from legal provisions, as well as for the period in which the provisions require the Company to store data (depending on which of the two periods is longer);
- 10) Personal data are processed only by employees or permanent associates of the Company authorized in writing for the purposes of employment administration and preparation of HR documentation. Persons allowed to process such data are obliged to keep them secret;
- 11) Personal data are or may be transferred to the following categories of entities:
- 12) service providers providing the Company with technical and organizational solutions enabling employment of employees and managing the organization of the Company (including entities conducting trainings, conducting medical examinations provided for by law),
- 13) providers of human resources, legal and advisory services as well as supporting the Company in claiming due claims (in particular law firms, debt collection companies),
- 14) other entities entrusted with the processing of personal data by the Company while maintaining a full guarantee of personal data protection.
- 15) Personal data will not be transferred to a third country / international organization;
- 16) An applicant for employment has the following rights:
 - a) the right to access your data and receive a copy thereof;
 - b) the right to rectify (correct) your personal data;
 - c) the right to object;
 - d) the right to limit the processing of personal data;
 - e) the right to delete personal data;
 - f) the right to lodge a complaint with the President of the UODO (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00 - 193 Warsaw).