

Information about the administration of personal data of employees/suppliers

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of individuals with regard to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC General Data Protection Regulation (Official Journal of the EU L 119, p. 1) hereinafter GDPR, I am providing you with information regarding the processing of your personal data:

1. The data Administrator is **LABPLUS Spolka Akcyjna**. The registered address is Wyspa Słodowa 7, 50-266 Wrocław, Registered in the National Court Register under the number 0001018188, NIP 8961622267, Regon 524450039
2. Contact to the Administrator: email: rodo@labplus.pl.
3. Contact regarding data protection is possible by post to the address: Wyspa Słodowa 7, 50-266 Wrocław or by email, which we prefer for contact with you.
4. **You have the right to***: access your personal data, correct them, request their deletion or object to their processing, request the restriction of data processing, as well as their transfer or deletion. Taking these actions on your request does not affect the lawfulness of processing based on consent before its withdrawal.
5. You can always: lodge a complaint with the President of the Personal Data Protection Office if you believe that the Administrator does not properly protect personal data or processes it incorrectly in any other way. The procedure for lodging objections to the Administrator and to the UODO is outlined in the Privacy Policy available in the office and on the website: www.labplus.pl/rodo.
6. The Administrator **will process your personal data provided in the personal questionnaire** and in the documents attached to the agreement concluded with the Administrator, **obtained directly from you for the proper performance of the employment/contract/work agreement or cooperation and for the provision of services to the Administrator**, including the achievement of tax and social insurance purposes, claims settlement if any arise, and regardless of the above, in tendering procedures if employee data are required in the offer. The Administrator may also use your data for marketing materials as part of the Administrator's business interest, and in connection with the type of work you perform for the Company, e.g., by providing contact details or indicating the person responsible for the project. After the termination of our main agreement and to the extent that your personal data is not necessary but the Administrator requests its provision, we always obtain consent for its processing. This particularly applies to the use of your personal data in contests and offers, after the end of our cooperation, considering the possibility of concluding another agreement.
7. By "executing the contract," we also mean doing things before it's signed, like sending an employee for medical checks before they start working.
8. Providing data required by the Labor Code in articles 22-22(1) and specific laws, such as the Universal Military Duty Act, is necessary to conclude the contract. By requesting this data, the Administrator has provided the legal basis for processing it in the Personal Questionnaire. If you also provide other data



voluntarily or at the request of the Administrator, who always specifies which data is not necessary, this data can only be processed with your consent. Consent may also be implied by providing them in documents sent to the Administrator. Lack of consent and failure to provide unnecessary data, such as an email address, do not affect the execution of the contract and cannot be grounds for its non-conclusion. Consent to the processing of unnecessary data can always be withdrawn, which does not affect the validity of actions already taken.

9. We process your personal data based on:

- a) Article 6(1)(a), (b) of the GDPR: processing is necessary for the performance of a contract or for taking pre-contractual steps at your request, such as referral for medical examinations.
- b) Article 6(1)(c) of the GDPR: processing is necessary for compliance with a legal obligation to which the controller is subject, for example, tax, social security, and archival obligations.
- c) Article 6(1)(f) of the GDPR: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, for example, using data in tenders with the personal details of individuals carrying out a particular task.
- d) Article 9(2)(f) of the GDPR: processing is necessary for the establishment, exercise, or defense of legal claims, for example, court proceedings, complaints, disciplinary proceedings.
- e) Article 9(2)(b) and (h) of the GDPR: processing of special categories of data arises from the provisions of occupational medicine, social security, for example, obtaining medical opinions of an employee.

10. Recipients of your personal data will include:

- a) Entities handling personnel, administrative, and technical office support.
- b) Contractors, if necessary for the execution of commercial agreements.
- c) In the case of participation in tender procedures, recipients of personal data will be entities carrying out the tender procedure.
- d) In the case of marketing activities, promotional efforts, and newsletter creation, recipients may include entities handling marketing services, newsletter creation, and distribution of promotional materials.

The list of data processors, who handle your information on behalf of the Administrator or acquire it to fulfill orders, is openly available. The Administrator updates this list regularly and shares your personal data only when necessary. Periodic audits of processors are also carried out.

- 11. Your personal data may be transferred to third countries, i.e., countries that are not considered by the EU to ensure the protection of personal data at the EU level. This is due to the Administrator entering into agreements with external service providers, such as business services from Google or server administrators, who allow for the possibility of cross-border data transfer, including outside the EU and EEA areas. In such cases, the Administrator always verifies whether the service provider has concluded agreements with standard contractual clauses with entities in these third countries, where your



personal data will be located, in accordance with the model Decision of the Commission of 5 February 2010 on standard contractual clauses for the transfer of personal data to processors established in third countries under Directive 95/46/EC of the European Parliament and of the Council (as notified under document number C(2010) 593) (2010/87/EU). Information about the rights of individuals whose data is transferred to third countries, as well as countries outside the EU and EEA that guarantee a standard of personal data protection, is provided on the Administrator's website www.labplus.pl/rodo, along with information about the standard contractual clauses concluded by service providers in the Privacy Policy document of Labplus S.A.

12. We process your personal data for the time necessary to fulfill the contract, for a further period after the contract has ended as required by specific laws (related to the archiving of HR, insurance, and project documents), and as required by the statute of limitations for claims, both for the Administrator and for you.
13. User data is not profiled.

*I received on _____ Signature: _____

**The lack of confirmation of receipt of the information clause does not mean that the Administrator has not fulfilled its legal obligations. It is sufficient to demonstrate that the person whose data is being obtained has been provided with this information or has been given the opportunity to familiarize themselves with the information about data management.*



Voluntary consents

Dear Sir/Madam, below we have provided consents for the processing of personal data. Providing them is voluntary and does not affect the execution of the main contract. Please read their content and indicate your response; failure to respond will be understood as withholding consent.

Note: If you wish to collaborate with us in the future, on new projects, consenting to the use of your data in future tender inquiries, after the expiration of the current agreement, will allow you to be involved in future assignments of our Company.

Permission to use data for bidding and advertising purposes.

I consent to the Administrator's use of my personal information:

Name, surname, professional qualifications (completed schools, professional qualifications), image - given in contractual documents

1. for purposes related to bidding procedures of Labplus S.A. in the course of business, where I will be reported as a potential contractor or person involved in the project.

YES

NO

2. for purposes related to bidding procedures of Labplus S.A. within the scope of its business activity, where I will be reported as a potential contractor or person involved in the project, also after the expiration of the contract connecting us now.

YES

NO

Location, date, signature

