

Information clause in the recruitment process

On May 25, 2018, Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 became effective. (RODO). Respecting your privacy and ensuring that it is clear who is processing your personal data and how they are doing so, the following is information regarding the processing of personal data:

1. The administrator of the personal data is **Labplus Spolka Akcyjna**. Address of registered office Wyspa Słodowa 7, 50-266 Wrocław, registered in the National Court Register under the number 0001018188, NIP 8961622267, Regon 524450039.
2. Contact regarding personal data protection via email at rodo@labplus.pl or by post to the Administrator's registered office address.
3. You have the right, in particular, to access your personal data, correct them, request their deletion or object to their processing, demand the limitation of data processing, as well as their transfer or deletion.

Taking these actions upon your request does not affect the lawfulness of processing carried out before the request.

4. You can always lodge a complaint with the President of the Office for Personal Data Protection if you believe that the Administrator does not properly comply with personal data protection regulations or otherwise unlawfully processes them. Instructions for submitting complaints are available on the website www.labplus.pl/rodo.
5. Your personal data provided in the Recruitment Form or in recruitment documents will be processed for recruitment purposes, or with your consent, for future recruitments, commercial, marketing purposes, or participation in tender procedures.
6. Providing your data is:
 - a) necessary to participate in the recruitment process and is required by law, e.g., Article 22(1) of the Labor Code or specific regulations.
 - b) Voluntary to the extent that your consent is required, e.g., for presenting cooperation offers, participating in tender procedures. Consent may be implied if you provide non-essential data voluntarily.
7. The legal basis for processing your data is:
 - a) Article 6(1)(a), (b) of the GDPR: processing is necessary for the performance of pre-contractual measures requested by the data subject (recruitment contact).
 - b) Article 6(1)(a) of the GDPR: based on the consent provided by you regarding the inclusion of unnecessary data or consenting to marketing services, promotion, sending job offers, newsletters;
 - c) (c) Article 6(1)(c) of the GDPR: it is necessary to fulfill a legal obligation incumbent on the Controller, e.g., archiving obligation;



- d) (d) Article 6(1)(f) of the GDPR: it is necessary for the purposes of the legitimate interests pursued by the Controller or third parties, e.g., marketing of the Controller's own products.
8. Recipients of your personal data will be:
- a) these entities that deal with recruitment and administrative office support;
 - b) If consent is given to process personal data for participation in tender procedures, the recipients of personal data will be entities conducting the tender procedure. The list of processors, which are entities acting on your data on behalf of the Administrator or acquiring this data in the course of order execution, is open. The Administrator regularly updates the list of these entities and provides your personal data only when necessary. The Administrator also conducts periodic audits of processors.
9. Your personal data may be transferred to third countries, meaning countries that are not considered by the EU to provide adequate protection for personal data at the EU level, in connection with contracts concluded by the Administrator with external service providers, such as business services from Google, the server administrator, allowing for the possibility of cross-border data transfer, including outside the EU and EEA.
- In such cases, the Administrator always verifies whether the service provider has concluded agreements containing standard contractual clauses with entities located in that third country, 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 (notified as document No. C(2010) 593) (2010/87/EU). On the Administrator's website www.labplus.pl/rodo, information has been provided about the rights of individuals whose data is transferred to third countries, as well as countries outside the EU and EEA guaranteeing a standard of personal data protection, and information has been included about the standard contractual clauses concluded by service providers, in the Privacy Policy document of Labplus S.A.
10. Your personal data will be processed during the recruitment period or until you withdraw your consent or until there is a legitimate interest of the Administrator, for example, for the purpose of protecting claims.
11. Data obtained with your consent is voluntary, and refusal to provide it does not affect participation in the recruitment process. Consent given voluntarily can be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

**Lack of confirmation regarding receipt of the information clause does not imply non-compliance by the Administrator with legal requirements. It suffices to prove that the information has been provided to the individual from whom the data is collected or that access to information regarding data processing has been granted.*



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 recruitment process. Please review their content and mark your response, as lack of response will be interpreted as non-consent.

Note: If you wish us to cooperate with you in the future, in new projects, consenting to the use of your data in future tender inquiries and new recruitments will allow us to consider your candidacy for a new assignment in the Company.

I consent to the processing of my personal data provided in the documents submitted during the recruitment process, especially those that were not indicated by the Administrator as necessary in the process.

this recruitment:

- YES
- NO

future recruitments:

- YES
- NO

Consent to use data for tender procedures

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

name, surname, professional qualifications (completed schools, professional qualifications), image - given in the recruitment documents

for purposes related to tender procedures of Laggus S.A. within its business activities, where I will be registered as a potential contractor or person involved in the project.

- YES
- NO

location, date, signature

