

## INFORMATION ON THE PROCESSING OF PERSONAL DATA

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By virtue of the Regulation of the European Parliament and Council (EU) 2016/679 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, hereinafter referred to as the "Regulation", we hereby inform that:

### 1. Data Controller

The controller of your personal data is:

Lingaro Spółka z ograniczoną odpowiedzialnością, with its registered office in Warsaw, address: ul. Domaniewska 28, 02-672 Warsaw, registered in the District Court for the Capital City of Warsaw in Warsaw, 13<sup>th</sup> Commercial Division of the National Court Register (KRS), under KRS no. 0000241638, Tax Identification Number (NIP): 5213364585, National Business Register Number (REGON): 140275949, share capital (paid-up) of PLN 51 000, hereinafter referred to as "LINGARO".

### 2. Data Protection Officer

The following Data Protection Officer was appointed: Krzysztof Rogalski, address: ul. Domaniewska 28, 02-672 Warsaw, Poland, e-mail address: krzysztof.rogalski@lingarogroup.com, phone: +48 509 11 44 55.

### 3. Categories of personal data – the information about the personal data obtained from the data subject

LINGARO processes the following categories of your personal data: identification data, address data and contact details.

### 4. Purpose and legal basis of data processing

LINGARO may process the personal data for the following purposes:

- 1) to present a job offer or examine a job application for the position offered by LINGARO - pursuant to Article 6 sec. 1(a) of the Regulation,
- 2) to sign the contract with LINGARO - pursuant to Article 6 sec. 1(b) of the Regulation,
- 3) to perform the contract with LINGARO - pursuant to Article 6 sec. 1(b)-(c) of the Regulation,
- 4) to establish and seek claims by LINGARO in connection with the conducted business activity, in the proceedings before law enforcement authorities, deciding authorities, including common courts, administrative courts, the Supreme Court, in administrative proceedings, including tax proceedings - pursuant to Article 6 sec. 1(f) of the Regulation,
- 5) to perform the contract executed by and between the cooperating company and LINGARO, in connection with the products and services offered by such entities - pursuant to Article 6 sec. 1(a) of the Regulation.

The list of such entities is available at: Krzysztof Rogalski, address: ul. Domaniewska 28, 02-672 Warsaw, Poland, e-mail address: krzysztof.rogalski@lingarogroup.com, phone: +48 509 11 44 55.

### 5. Sharing of personal data

Your personal data may be shared by LINGARO with the following entities:

- 1) entities and bodies, to which LINGARO is obliged or authorized to disclose personal data on the basis of applicable provisions of law, including entities and bodies authorized to receive personal data from LINGARO or entitled to demand access to such personal data pursuant to applicable provisions of law,
- 2) entities entrusted with activities related to the business operations of LINGARO,
- 3) entities collaborating with LINGARO, in connection with the products and services offered by such entities.

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### 6. Transfer of personal data to third countries

Your personal data may be transferred to other third countries if the contracts signed with such entities contain special solutions provided for by the applicable law.

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## 7. **Period of personal data retention**

Your personal data shall be retained for the following period:

- 1) validity of the job offer or examination of an application for the position offered by LINGARO, and upon its expiry, on the basis of your consent to use your application details in the future recruitment processes organized by LINGARO for a period of 4 years,
- 2) term of the contract signed with LINGARO, and upon its expiry, in connection with a legal obligation of LINGARO under the applicable provisions of law,
- 3) time necessary to seek claims by LINGARO in connection with its business activity or defence against claims raised against LINGARO, under the applicable provisions of law, including limitation periods provided for in the applicable regulations.

The information of the periods of data retention are available at: Krzysztof Rogalski, address: ul. Domaniewska 28, 02-672 Warsaw, Poland, e-mail address: krzysztof.rogalski@lingarogroup.com, phone: +48 509 11 44 55.

## 8. **Vested rights**

In connection with the processing of your personal data by LINGARO, you have the following rights:

- 1) right to access your personal data,
- 2) right to rectify your personal data,
- 3) right to remove your personal data (right to be forgotten),
- 4) right to limit the processing of your personal data,
- 5) right to move your personal data to another data controller,
- 6) right to object against the processing of your personal data,
- 7) right to withdraw the consent in the event when LINGARO processes your personal data based on such consent, at any time and in any manner, without affecting validity of the processing performed on the basis of the consent prior to its withdrawal,
- 8) right to submit a complaint with the President of Personal Data Protection Office if you decide that the processing of your personal data breaches the provisions of the Regulation.

## 9. **Source of personal data** – the information concerning the personal data obtained in a manner other than from the data subject

Your personal data may come from publicly available sources, in particular from databases and registers: Central Registration and Information on Business (CEIDG).

## 10. **Obligation to provide personal data**

It is obligatory to provide your personal data for the purposes stipulated in point 4 above, to:

- 1) execute the recruitment process by LINGARO; failure to do so shall make it impossible for LINGARO to complete the recruitment process,
- 2) conclude and perform the contract signed with LINGARO and allow LINGARO render services; failure to do so shall make it impossible to conclude and perform the contract,
- 3) conclude and perform the contract for products and services offered by entities collaborating with LINGARO; failure to do so shall make it impossible to conclude and perform the contract,

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## 11. **Automatic decision-making process, including profiling**

Your personal data shall not be processed in an automated manner, including their profiling.