



PRIVACY POLICY

24 May 2018

1. WHO IS THE ADMINISTRATOR OF YOUR DATA?

The Administrator of your personal data is Idesin M. Siwek Spółka Jawna ul. Batalionów Chłopskich 91A, 25-672 Kielce, National Court Register (KRS): 0000434764, Tax ID (NIP): 9591949627, REGON: 260635257 (hereinafter: the Administrator).

2. WHY DO WE COLLECT YOUR DATA? WHAT TYPE OF DATA DO WE COLLECT?

We may need you to provide us with your personal data in order to cooperate with us. The data collected will be kept strictly confidential and will only be used for the purposes for which we have informed you.

If you wish to contact us via the online contact form at <https://idesin.pl/>, we will ask you to provide us with your name (or company's name), telephone number and e-mail in order to contact you back.

We also run a Facebook fanpage and Instagram profile in accordance with the data protection policy of those social media.

If you want to apply for the jobs we offer, you must send us your CV and agree to provide us with the data contained therein.

When you use the Services, we collect and store information such as your IP address, request URL, domain name, device ID, browser type, browser language, number of clicks, amount of time spent on each page, date and time of use of the Service, operating system type and version, screen resolution, data collected in server logs and other similar information.

If you permit the cookies to be stored, also this data will be collected.

If you use our Mobile Apps, we will collect and store data such as certain information about the mobile phone or tablet you are using to access the Mobile App, including your Device ID, User ID, operating software type and version.



If you provide us with your data in order to conclude an agreement, we will process your data in order to conclude a contract and then for its execution if such contract is concluded.

When you contact us to perform various activities or to obtain information via the website, by telephone or e-mail, we will again require you to provide us with your personal information to confirm your identity and to contact you back. This applies to the same personal data that you have previously provided. However, we may need to collect other data from you due to the specific nature of your request. The provision of such data by you is not obligatory, but is necessary to perform actions or obtain information you are interested in. We will process the aforementioned data in order to carry out the activities requested by you or to provide you with the information you request, whichever is the case.

3. WHAT ARE THE GROUNDS OF PROCESSING YOUR DATA?

Whenever we ask you for your consent to process your personal data, your consent will be the legal basis for such data processing.

We will process your data when it is necessary to enter into an agreement to which you are a party, or when it is necessary to undertake actions upon your request, prior to entering into an agreement.

As we seek employees and hire them, we need to process personal data in order to select the right candidate and then prepare the appropriate agreement and submit notifications required by the law.

In certain specific situations, we may need to process your data in order to comply with our legal obligations. These will be situations in which we need to store your data, e.g. data resulting from invoices issued for accounting and tax purposes.

4. IS PROVIDING PERSONAL DATA OBLIGATORY?

If an agreement is concluded and executed, we only collect the data without which the agreement cannot be executed. Failure to provide us with the data necessary for the conclusion and execution of the agreement will prevent us from concluding or executing the agreement with you. This also applies to the data that we have to collect due to our legal obligation (e.g. invoice data)

If you send us your CV, failure to allow us to process the data contained therein will prevent us from offering you a position. Consent to use the CV in



subsequent recruitments is completely voluntary and does not affect the candidate's chances during the ongoing recruitment process.

If we obtain your permission to process your personal data, it is completely voluntary. If you do not grant the consent requested, we will not take the action to which your consent relates. You may revoke your consent at any time. However, the withdrawal of consent does not affect the legality of the processing of your personal data that we have performed on the basis of your consent prior to its withdrawal.

5. OTHER ENTITIES WHICH MAY RECEIVE YOUR PERSONAL DATA

In some cases, we may forward your personal data to third parties. The recipients of your data are:

- our authorized employees and associates to whom your personal data will be disclosed so that they can perform their duties;
- other recipients of the data - e.g. our subcontractors, banks, tax advisors, law firms;
- public authorities, including the police, customs, law enforcement agencies, in connection with proceedings they conduct.

6. DATA RETENTION PERIOD

The data retention period is linked to the purposes and grounds of the processing.

All data provided to us in your CV is stored only for the duration of the recruitment process unless you have agreed for it to be stored for the purposes of subsequent recruitments. If you are offered a position, we will retain the data for the period required by law.

We are obliged to store your data for the period resulting from the expiration of possible claims.

In other respects, with the exception of data from the cookies, we will process your data until your consent is withdrawn, objected to or until you request that your data be deleted.

Information from the cookies will be stored in the browser of your device for one year. You can also delete them yourself at any time using your browser settings.



Your personal data will be deleted or anonymised after the specified periods expire.

7. YOUR RIGHTS

As we process your personal data, you have a number of rights:

- the right to demand access to your personal data and the right to rectify or delete them (“the right to be forgotten”);
- the right to object on grounds relating to your particular situation if we process your personal data on the basis of a legally warranted interest;
- the right to transfer data processed in connection with the performance of an agreement or on the basis of your consent and the right to limit the processing of data;
- if your consent is the basis for the processing of the personal data, you have the right to withdraw your consent at any time. However, the withdrawal of the consent does not affect the lawfulness of the processing of your personal data by us, which we had carried out on the basis of your consent prior to its withdrawal.

If you believe that the processing of your personal data by us violates the law, you may file a complaint with the supervisory authority responsible for personal data protection after 25 May 2018. As of this date, such supervisory entity in Poland is the President of the Data Protection Office.

8. SAFETY

We are committed to the safety of the processing of personal data. We take appropriate technical and organisational measures to protect your data against unauthorized disclosure and access, accidental or unlawful destruction or loss. However, no data transmission over the Internet and no electronic or physical storage method are completely secure.

9. CHANGES OF THE PRIVACY POLICY

Our offer will expand over time. Technologies, standards and requirements related to conducting business activity on the Internet will also be subject to



change. This means that in the future we will be able, and sometimes will have to, introduce modifications to the Privacy Policy. With each change, a new version of the Privacy Policy will appear on our websites and the new version will be effective from the date of notification of the change, by posting it on the website. Any changes will be appropriately highlighted during the first 60 days from the date of introducing them.

For the above reasons, we recommend that you periodically review the Privacy Policy; you may learn about any change to the Privacy Policy since the last time you viewed it by checking the effective date found at the beginning of the document.