

# PROCESSING OF PERSONAL DATA FOR RECRUITMENT PURPOSES

In compliance with Article 13(1)–(2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("GDPR"), we hereby inform you that:

Perlik Aluminium Sp. K., located at ul. Teofila Morawskiego 31, 63-460 Ocięż (Nowe Skalmierzyce) (hereinafter referred to as "the Company"), is the controller of personal data provided by applicants through all available recruitment channels.

## Contact Information

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## Purposes and Legal Basis for Processing Personal Data

Personal data may be processed for the following purposes:

- Evaluation of the application and execution of the recruitment process – The legal basis for processing is the necessity to take steps at the request of the applicant prior to entering into a contract (Article 6(1)(b) GDPR) and compliance with legal obligations, particularly the provisions of the Labour Code and related regulations (Article 6(1)(c) GDPR).
- Consideration for future recruitment processes – The legal basis for processing is the applicant's consent (Article 6(1)(a) GDPR).
- Establishing, exercising, or defending legal claims – If claims arise in connection with the recruitment process, data will be processed based on the Company's legitimate interests (Article 6(1)(f) GDPR), which involve establishing, exercising, or defending claims in legal or administrative proceedings.

# **PROCESSING OF PERSONAL DATA FOR RECRUITMENT PURPOSES**

If personal data is processed based on consent, applicants have the right to withdraw their consent at any time without affecting the lawfulness of processing carried out before its withdrawal.

## **Data Retention Period**

Personal data will be retained for the duration of the recruitment process. If the applicant provides additional voluntary consent, their data may also be retained for future recruitment processes until the consent is withdrawn. In any case, personal data will be deleted after one or two years from the date of receipt unless legal provisions require a longer retention period. The Company may also retain data for a longer period in case of potential claims, in accordance with the statutory limitation periods specified by law, particularly the Labour Code or Civil Code (whichever period is longer).

## **Providing Data and Its Necessity**

- For employment contracts, providing data specified by the Labour Code or other legal provisions is voluntary but necessary for participation in the recruitment process. Additional data required for assessing a candidate's suitability is voluntary but may be necessary for an accurate evaluation.
- For civil law contracts, providing data is voluntary but necessary for participation in the recruitment process.

## **Applicants' Rights**

Applicants have the right to:

- Access their personal data.
- Request rectification and restriction of data processing.
- Request deletion of personal data.
- Transfer personal data that was provided to the Company and is processed in an automated manner based on consent or contract – for example, to another data controller.

## **PROCESSING OF PERSONAL DATA FOR RECRUITMENT PURPOSES**

- Object to the processing of personal data based on the Company's legitimate interests, including data processing for marketing purposes.
- Lodge a complaint with the President of the Personal Data Protection Office.

### **Data Transfers Outside the EEA**

Your data may be transferred to partners processing it outside the European Economic Area (EEA) but only to the extent necessary for the provision of services by these partners, particularly IT services (e.g., cloud data storage). The security of your personal data is ensured through safeguards such as standard contractual clauses approved by the European Commission.