

General Data Protection Regulation (GDPR) - good practice principles in EKOCEL

I. **Leaflet concerning personal data processing in connection with correspondence sent with the use of the form available on our website or by email**

Please be informed that your Data Controller is EKOCEL Sp. z o.o. whose registered office is in Rekowo Górne at ul. Nowa 8, 84-123 Połchowo, entered in the Entrepreneurs Register maintained by the Regional Court in Gdańsk, 18th Commercial Division of the National Court Register, under the number 0000129696.

Purpose, legal basis, period of personal data processing

Correspondence sent by email or using a form available on our website, which is not associated with the conclusion or performance of agreements.

If correspondence is not associated with the conclusion of agreements, provision of services or concluded agreements – the personal data stated on the contact form and/or included in the correspondence shall be processed only for replying and dealing with your matter and for contact purposes. Even though providing the personal data on the form is voluntary, it is necessary for the above-mentioned purposes. Not providing the required data will make it impossible for us to reply, deal with your matter and contact you. Providing any additional personal data is voluntary and not necessary for replying and contact purposes. The legitimate interest of the Data Controller (Article 6 Section 1 Subsection f of the RODO) which requires replying, dealing with your matter and contacting you is the legal basis for processing. We will process your data for no longer than is necessary to give you our reply and deal with your matter.

Correspondence associated with the conclusion or performance of agreements

1. If your correspondence is associated with the establishment of business cooperation (e.g. an offer) or the performance of a contract entered into with natural persons – the personal data provided on the contact form and in the correspondence shall be processed at the request of the data subject with the aim of taking action before the conclusion of the contract and pursuing the legitimate interests of the Data Controller, which require for the establishment, maintenance and development of business relations. The data can also be processed in the exercise of the legal duties imposed on the Data Controller.
2. If the correspondence is associated with the establishment of business cooperation (e.g. an offer) or the performance of a contract by entities other than natural persons – the processing of the personal data of contact persons /representatives (official contact details) shall be carried out so as to be able to pursue the legitimate interests of the Data Controller, which require the establishment, maintenance and development of business relations and the conclusion or performance of agreements with the entity represented by a natural person. The data can also be processed in the exercise of the legal duties imposed on the Data Controller.
Even though providing personal data in both cases is voluntary, it is necessary for the achievement of the above-mentioned purposes. Not providing the required data will make it impossible for us to deal with the matter specified in the correspondence. Providing any additional personal data is voluntary and not necessary for dealing with the matter.

Where processing is necessary for the conclusion and performance of an agreement, the processing of the personal data will be continued no longer than is necessary to complete the process of concluding the agreement and if the agreement is concluded, no longer that until it is terminated. If the processing is based on the provisions of law, the processing

period will be determined by the law. If the processing of personal data is based on the legitimate interest of the Data Controller, it will continue for as long as required to pursue such an interest or until the successful objection is raised against the processing of the data.

Personal data recipients may include entities which provide IT, postal, courier and legal services.

Supervisory Authority: please be informed that the President of the Office for Personal Data Protection is a supervisory authority which is competent to check whether the processing of your personal data is lawful.

In accordance with the applicable law, data subjects shall have the right:

- of access to their personal data and the right to correction and/or rectification;
- to erasure of their personal data;
- to restriction of the processing of their personal data;
- to personal data portability;
- to object to the processing of their personal data;
- to raise complaints to the supervisory authority - the President of the Office for Personal Data Protection;
- if consent is the basis of the data processing – to withdraw their consent at any time.

Contact. Making requests associated with the exercise of the rights

Applications concerning the exercise of the rights to personal data can be submitted:

- in writing, at the following address: EKOCEL Sp. z o.o. ul. Nowa 8, Rekowo Górne, 84-123 Połchowo;
- by email sent to ochrona.danych@ekocel.pl
- in person at EKOCEL Sp. z o.o. - ul. Nowa 8, Rekowo Górne, 84-123 Połchowo.

II. Employment

We seek persons who are open with other people, enthusiastic, flexible and able to convince and inspire others. If you demonstrate outstanding commitment and are willing to develop and build new competences and skills, you are invited to apply for a job with us.

Join our team and send us your application. In all documents that you attach to your application or send to us email (e.g. cv, job application), please include the following data protection clause:

"I do hereby give my consent for EKOCEL Sp. z o.o. to process my personal data for the purposes of recruitment, which includes my additional information (e.g. my photograph, interests)".

Furthermore, if you are interested in our future recruitments (future recruitments), please include the following clauses in your cv/ job application:

"I do hereby give my consent for EKOCEL Sp. z o.o. to process my personal data for the purposes of future recruitments". "I do hereby give my consent for EKOCEL Sp. z o.o. to inform me about future recruitments by sending notices to my contact addresses including my email address".

Information regarding your personal data in the recruitment process

Data Controller and contact

Please be informed that your Data Controller is EKOCEL Sp. z o.o. whose registered office is in Rekowo Górne at ul. Nowa 8, 84-123 Połchowo, entered in the Entrepreneurs Register maintained by the Regional Court in Gdańsk, 18th Commercial Division of the National Court Register, under the number 0000129696.

Any queries that you may have regarding your personal data can be sent to the above-mentioned business address or to our email address: ochrona.danych@ekocel.pl.

Legal basis and the purpose of the processing

Consent from the data subject (Article 6 Section 1 Subsection f of the RODO) is the legal basis for the data processing. The data is collected for the purposes of the current recruitment and if you give us your explicit and voluntary consent, also for the purposes of future recruitments. Please be informed that your data will be processed in accordance with the RODO, the Polish Labour Code and other regulations of law governing personal data processing.

Voluntary provision of data and the effects of not providing the data

Please be informed that even though providing the data specified in the Polish Labour Code Act of 26 June 1974 and other binding legislation is voluntary, this is necessary for the recruitment process. Providing data (e.g. photographs, interests) not specified in the Labour Code and other binding legislation is voluntary and shall have no effect on the results of the recruitment process.

Processing period

Your personal data will be processed for the duration of the current recruitment process only. If you give your consent to receive communication from us about future recruitments, we will process your personal data for a maximum of two years from the date you made it available to us.

Data recipients

Please be informed that your personal data recipients may include entities providing the Controller with security, IT, legal, occupational medicine, postal or courier services.

Please be informed that you shall have the right:

- of access to your personal data and the right to correction or rectification;
- to erasure and to restriction of processing – to the extent permitted by the law;
- to data portability;
- to object to processing;
- to raise complaints to the supervisory authority - the President of the Office for Personal Data Protection;

The right to withhold your consent.

You shall have the right to withdraw your consent at any time, but this right cannot be applied to the data already processed. You can withdraw your consent by making an explicit written statement to the Controller. If you gave consent for the processing of your personal data by email, you can withdraw it by sending an email to rekrutacja@ekocel.pl or ochrona.danych@ekocel.pl.

III. Leaflet concerning personal data processing and reporting corruption

Data controller

EKOCEL Sp. z o.o. whose registered office is in Rekowo Górne at ul. Nowa 8, 84-123 Połchowo, KRS 0000129696.

In all matters concerning your personal data please contact the Data Controller at the above-mentioned address or at ochrona.danych@ekocel.pl.

Purpose of personal data processing. What if you don't provide your personal details

Your personal data provided in your email message or deposited in the box in the Data Controller's headquarters will be processed for the purposes of verification of the provided information and preliminary investigation.

Even though providing your personal data is voluntary, it may prove inevitable for the purposes of verification and preliminary investigation as well as contact purposes. Not providing your personal details could in certain circumstances make it difficult or even impossible for us to verify the information you have provided to us and to carry out a preliminary investigation.

Legal basis

Your consent is the basis for your personal data processing– Article 6 Section 1 Subsection a) RODO.

Processing period

Your personal data will be processed for no longer than is necessary for the verification of the information disclosed by you and for a preliminary investigation, unless you withdraw your consent earlier.

Recipients of the data

The Data Controller informs that your data can be provided to competent public authorities in accordance with the applicable regulations.

Supervisory authority: please be informed that the President of the Office for Personal Data Protection is a supervisory authority which is competent to check whether the processing of your personal data is lawful.

Rights to the data

In accordance with the applicable law, data subjects shall have the right:

- of access to their personal data and the right to their correction and rectification;
- to data erasure;
- to restriction of the processing of their personal data;
- to data portability;
- to object to the processing of their personal data;
- to raise complaints to the supervisory authority - the President of the Office for Personal Data Protection;
- if consent is the basis of the data processing – to withdraw their consent at any time.

Consent may be withdrawn at any time. It can be withdrawn by sending a written statement to the Data Controller's postal address and/or an email to ochrona.danych@ekocel.pl.

Contact. Making requests associated with the exercise of the rights

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- by email sent to ochrona.danych@ekocel.pl;
- in person at EKOCEL Sp. z o.o. - ul. Nowa 8, Rekowo Górne, 84-123 Połchowo.