

**INFORMATION FOR
JOB CANDIDATES / EMPLOYEES
REGARDING THE PROCESSING OF PERSONAL DATA**

On 25 May 2018 came into force the provisions of Regulation of the European Parliament and of the Council (EU) 2016/679 dated 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 the repeal of Directive 95/46/EC (hereinafter called the “**GDPR**”).

Therefore, pursuant to Art. 13 (1) and (2) of the GDPR please be advised that:

1. Personal Data Controller

The Controller of your personal data is Tillberg Design Poland spółka z ograniczoną odpowiedzialnością based in Wrocław, address: ul. Szewska 19-21/1C, entered in the register of entrepreneurs of the National Court Register by the District Court for Wrocław-Fabryczna, 6th Commercial Division of the National Court Register, under the KRS no.: 0000441794, with NIP no.: 8971786332, REGON no.: 022026270 (hereinafter called the “**PDC**”).

2. Purposes of Personal Data Processing

Your personal data will be processed for purposes connected with initiating and conducting the recruitment and employment process.

3. Legal Basis for Data Processing

The legal basis for the processing of your personal data is:

- a) Art 6 (1) (b),(c) and (f) of the GDPR, Art. 9 (2)(b) as regards the personal data necessary to carry out the tasks related to employment, referred to in Art. 22¹ of the Labour Code (Dziennik Ustaw of 2018, item 917) .
- b) Art. 6 (1) (a) of the GDPR, in respect of other personal data, whose processing is subject to consent.

4. Recipients of Personal Data

Recipients of your personal data may be:

- a) the PDC’s clients;
- b) the PDC’s service providers, in particular entities providing medical, legal, insurance, financial, security, travel, transportation, printing and training services; entities providing services to improve employee qualifications; other entities providing additional employee benefits services; IT service providers; workwear suppliers; suppliers of contactless identification systems; entities providing premises to carry out occupational medical examinations;
- c) competent tax authorities and the competent branch of the Social Insurance Institution (Zakład Ubezpieczeń Społecznych, ZUS for Poland)
- d) capital-related entities.

5. Data Recipients Outside the EEA

Your personal data may be transferred to a third country/international organization in the USA, Canada, Japan, Switzerland, on the basis of appropriate legal safeguards, namely:

- a) Commission Decision of 20 December 2001 on the adequate protection of personal data; document number C(2001) 4539 – Canada;
- b) Commission Decision of 26 July 2000 on the adequate protection of personal data; document number C (2000) 2304 – Switzerland;
- c) standard data protection clauses on the transfer of personal data to third countries adopted by the European Commission in Commission Decision 2004/915/EC of 27 December 2004, amending Decision 2001/497/EC – the USA, Japan.

You may obtain information about personal data transferred to a third country/international organization at the PDC's seat.

6. Data Retention Period

Your personal data whose processing is not subject to your consent will be kept for the period of employment and for 50 years from the date of termination of employment, for archiving purposes.

Your personal data whose processing is based on your consent, will be kept for the period of employment, unless separate provisions provide for a longer period of retention.

7. Information on Your Rights

You have the right to:

- a) access the content of your data;
- b) correct the data;
- c) remove the data;
- d) limit the processing of data;
- e) transfer the data;
- f) make objections.

8. Right to Withdraw Consent

If the processing of your personal data is carried out subject to consent (article 6 (1) (a) of the GDPR), you also have the right to withdraw your consent at any time without prejudice to the lawfulness of the processing which took place based on your consent before its withdrawal.

9. The Right to Object

You have the right to bring a complaint to the President of the Personal Data Protection Office if you find that the processing of your personal data violates the provisions of the GDPR.

10. Voluntary Data Provision

Your provision of your personal data:

- a) as regards the personal data referred to in Art. 221 of the Labour Code, whose processing takes place under Art. 6 (1)(c) of the GDPR, Art. 9 (2)(b) is a prerequisite for the conclusion of the contract and is necessary to carry out the tasks related to initiating and conducting your employment process;
- b) as regards the personal data whose processing takes place subject to consent, i.e. Art. 6 (1) (a) of the GDPR, is voluntary and a failure to provide such data does not lead to any negative consequences to you.

11. Automation and Profiling

Your data will not be subject to automated processing or profiling.

I hereby declare that I have made myself familiar with the content of the above information.

_____, _____
Location Date

_____ (*Signature of the Employee*)

_____ (*Signature of the Job Candidate*)