





Your personal data is entered into our IT systems and stored there for easy access whenever we need it. To whom do we disclose your personal data

4. To whom do we disclose your personal data?

Not only do we process your personal data, but we also disclose it to various groups of recipients, but only when it is related to the purposes for which we process your personal data or to our use of the IT systems. We disclose your personal data e.g., to our contractors, including other companies from our Group of companies, third parties which provide us with services in the context of maintenance, repair, updating of IT systems or e.g., the couriers.

5. Will the data be transferred to a third country?

Due to the use of Microsoft Azure and Google cloud services, personal data may potentially be transferred to third countries (outside of the UK/ European Economic Area). In such event the transfer is secured by Standard Contractual clauses.

6. How long do we retain your personal data?

We process your personal data as long as we can cooperate with your employer/contractor - our client, subcontractor or supplier, including as long as we can offer them our products and services.

7. When may you object to our processing of your personal data?

In case of processing of your personal data as a result of our legitimate interest you have the right to object to it at any time, but not in any situation. You may do so only when a special situation concerning you arises. We may also indicate important, legitimate grounds to be able to further process your personal data or to do it to assert our right or in defence.

In addition, you have the right to object to the processing of your personal data by us at any time and regardless of additional circumstances, but only if we process it for the purposes of direct marketing or profiling.



8. What are your rights in connection with processing?

First of all, you may request us to immediately erase your personal data (the right to be forgotten). You may exercise this right in cases specified in the law, e.g., when we do not need your personal data any more for the purposes it has been collected.

You also have the right to:

- Access your personal data, including to receive a confirmation that we process your personal data, to access it, and to receive from us particular information related to the processing of it;
- Request from us a rectification of your personal data, if it is inaccurate or if your personal data is incomplete;
- Request us to restrict the processing of your personal data in cases specified in the law (e.g., when you question the correctness of your personal data processed by us);
- Request us to save your personal data in a file in a commonly available format in a structured manner and transmit it to a controller of your choosing (right to data portability);
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required to do so. All of your data will therefore be held securely and processed only by those who use your data for the purposes of the recruitment process as referenced above.

Where we engage third parties, to process your personal data on our behalf, they do so as the data processor on the basis of the proper data processing agreements and they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of your data.

10. Is my data subject to automated decision making or profiling?

No, your data will not be subject to profiling or other decisions that will have significant impact on you based solely on automated decision making.

11. Are you obliged to disclose your personal data to us?

When you provide us with your personal data yourself, you do it voluntarily. Remember however that you may be obliged to provide us with your personal data e.g., because you are an employee of our client and contacting us is one of your work duties. By not providing us with your personal data you may be in breach of such duties.