

	<b>ANNEX 003 FOR INSTRUCTION 005</b> <b>INFORMATION CLAUSE FOR JOB APPLICANT</b>	Page: 1 / 2 Rev. 06 Date: 01.09.2021
<b>Prepared by: AK</b>	<b>Checked by: PL</b>	<b>Approved by: TD</b>

**Legal basis:**

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th 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 (General Data Protection Regulation - GDPR).
- Personal Data Protection Act of 10th May 2018 (Journal of Laws of 2019, item 1781).
- The Labour Code of 26th June 1974 (Art. 22<sup>1a</sup>(1, 2, 5); Art. 22<sup>1a</sup> (1); Art. 22<sup>1b</sup> (1), (Journal of Laws 2021, item 1162).
- § 3 Regulation of the Minister of Family, Labour and Social Policy of 10th December 2018 on employee documentation (Journal of Laws of 2018, item 2369).

## PERSONAL DATA CONTROLLER

The controller of your personal data is BQ Sp. z o.o. with our registered office at Dąbska 70 Street, 70-786 Szczecin. There is no data protection officer appointed in our Company but if you have any questions, please contact the controller personally (by calling the telephone number: +48 693418280), or send your correspondence to the above-mentioned registered office address or email address: td@bq-electric.com. You can also find more information about the protection of personal data on our website www.bq-electric.com in the "Privacy policy" tab.

## PROCESSING PURPOSES

The purposes of processing your data in BQ Sp. z o.o are:

- 1) carrying out the recruitment process ;
- 2) for the Company's administrative purposes - keeping our HR, accounting and IT records;
- 3) providing information in connection with the recruitment process;
- 4) maintaining electronically contact (e. g. by e-mail, by phone - according to the form provided);
- 5) consideration of applications made by you (or on your behalf) - if it concerns you;
- 6) using our website, if it concerns you;
- 7) processing your data in connection with the use of social networking sites - if applicable;
- 8) providing us with information through social networking sites (to us) - if you want to use this form of contact/communication;
- 9) for archival and evidentiary purposes that pursue a legitimate interest in securing information in the case of a legitimate need or obligation to prove facts - if this concerns our cooperation;
- 10) other legitimate objectives or obligations related to the Company's business and our cooperation.

## LEGAL BASIS

Your personal data may be processed when:

- 1) processing is necessary for the performance of a contract to which you are party or in order to take steps at your request to entering into a contract (point (b) of Article 6(1) GDPR and/or points (b) and (c) of Article 49(1) GDPR);
- 2) processing is necessary for compliance with a legal obligation to which the controller is subject (point (c) of Article 6(1) GDPR);
- 3) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party (point (f) of Article 6(1) GDPR) and/or the transfer is necessary for the establishment, exercise or defence of legal claims e.g. when transferring personal data to third countries (point (e) of Article 49(1) GDPR).

Whenever the processing of your data has a legal basis or a legitimate interest, you will be informed about it.

In other cases, you may simply consent to the processing of your personal data for one or more specific purposes (point (a) of Article 6(1) and/or point (a) of Article 49(1) GDPR), which you can revoke at any time.

If the recruitment documents consist the data from Article 9(1) GDPR, your consent is necessary for it processing (point (a) of Article 9(2) GDPR), which can be revoked at any time.

BQ Sp. z o. o. will process your personal data including in subsequent recruitments, if you agree to this (point (a) of Article 6(1) and/or point (a) of Article 9(2) and/or point (a) of Article 49(1) GDPR), which can be revoked by you at any time.

Legal bases for processing your personal data you can find in The Labour Code of 26th June 1974 (Art. 22<sup>1a</sup>(1, 2, 5); Art. 22<sup>1a</sup> (1); Art. 22<sup>1b</sup> (1), (Journal of Laws 2021, item 1162).and in the Regulation of the Minister of Family, Labour and Social Policy of 10th December 2018 on employee documentation (Journal of Laws of 2018, item 2369).

If we happen to have your data from a third party, you will find out what is the source of your data and what categories of your data we have. We will inform you of this within a reasonable period of time after we obtain them or at our first contact/communication.

## DATA RECIPIENTS

The recipient of your personal data except BQ Sp. z o. o. may also be: Controller`s employees, having appropriate authorization to process personal data - data circulation inside the Company or external accounting and human resources office; persons providing IT services; companies cooperating with BQ Sp. z o. o. ; companies from which the Company obtained e. g. co-financing; courier companies, as well as e. g. public bodies to which the controller will be obliged to provide such data by law, etc. Each time the transfer of such data is preceded by checking the necessity of such action and the reliability of the persons, companies and institutions to which your data are transferred (and, if necessary, signing appropriate entrustment agreements).

If you apply to us via the website or through some social networking site, we may need to transfer your data to Companies outside the European Economic Area, we will work with such Companies on the basis of international standards for secure cooperation or by signing standard contractual clauses between us and the company or by adopting binding corporate rules (articles 45 to 47 GDPR). In any other cases you will have the opportunity to agree with it (point (a) of Article 49(1) GDPR).

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## DATA RETENTION PERIOD

Your data collected by BQ Sp. z o. o. are stored until the end of recruitment process. We will retain your data until you withdraw your consent to the processing of your personal data, including receiving marketing and sales content from us through a specific communication channel, or until you object. You can give a consent to the use of your personal data for future recruitment purposes. In such case your data will be stored for 12 months from the time you give your consent.

At the end of the above mentioned periods, when we will start cooperation with you, your recruitment documents will be attached to the personnel documentation, stored for a statutory period of time and archived in accordance with legal requirements.

If the cooperation between us does not start, your recruitment documents will be destroyed (deleted). Then, in order to reconsider your application, please send the documents again.

If you provide us with any data on the basis of your consent, it will be deleted when your consent is withdrawn.

## YOUR RIGHTS

You have the right to:

- 1) to request from the controller access to your data and to receive copy of them;
- 2) rectification of your data that you made available for us;
- 3) erasure of your data that you made available for us;
- 4) restriction of processing concerning the data subject that you made available for us;
- 5) to object to processing of your data that you made available for us;
- 6) to data portability of your data that you made available for us;
- 7) to lodge a complaint with a supervisory authority (address in Poland: Urząd Ochrony Danych Osobowych, Stawki 2, 00-193 Warsaw);
- 8) to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal (when the processing is based on point (a) of Article 6(1) GDPR and/or point (a) of Article 9(2) and/or point (a) of Article 49(1) GDPR).

The place of making your data available to you (if necessary) will be the office of the Administrator in Szczecin at Dąbska 70 Street, 70-786 Szczecin or other place or form jointly agreed with the Administrator.

Company BQ Sp. z o. o. does not carry out automated decision making, including profiling.

## DATA PROVISION

The provision of your personal data according to the extend supplied in the Article 22<sup>1</sup>(1) of the Labour Code is necessary to participate in the recruitment process. The provision of other data by you is voluntary.

## PROCESSING FOR OTHER PURPOSE THAN COLLECTED

If BQ Sp. from the o. o. will plan to further process your personal data for a purpose other than that for which it was collected, you will be informed before such further processing.

Data Controller BQ Sp. z o.o.