

## **Information duties for job applicants**

In order to fulfill the obligations resulting from the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals in relations with the processing of personal data and on the free flow of such data and the repeal of Directive 95/46 / EC (commonly referred to as "RODO"), we inform you that we process your personal data. Details can be found below.

### **1. Administrator of personal data**

The administrator of your personal data is TPV Displays Polska Sp. z o. o. with registered office in Gorzów Wielkopolski at Złotego Smoka 9 St. (66-400), KRS number: 0000279792, Tax ID: 5993005228. You can contact us in the following way:

- a) by mail to the following address: Złotego Smoka 9 St., 66-400 Gorzów Wielkopolski;
- b) by e-mail: [rekrecyjahr@tpv-tech.com](mailto:rekrecyjahr@tpv-tech.com);
- c) by telephone: 957391041 or 957391155;

### **2. Data Protection Officer**

We have appointed a Data Protection Officer (DPO). It is a person that you can contact in all matters regarding the processing of personal data and use of your rights due to the fact that we process your data.

You can contact the DPO in the following way:

- a) by mail to: Joris Wouters, Prins Bernhardplein 200, 1097 JB Amsterdam, Netherlands;
- b) by e-mail: [joris.wouters@tpv-tech.com](mailto:joris.wouters@tpv-tech.com);
- c) by phone: +31631994504;

If contact with our DPO in English will be troublesome for you, please send us an information / question in Polish to [rekrecyjahr@tpv-tech.com](mailto:rekrecyjahr@tpv-tech.com) and we will contact you in the name of the Data Protection Officer, in order to allow effective contact.

### **3. Purpose of processing and legal basis for processing**

The personal data provided by you contained in the CV sent will be processed for recruitment. We will process your personal data to:

- a) assess your qualifications and abilities and skills needed to work in the position you apply for;
- b) choose the right person to work with us.

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

- a) in the scope of processing for the needs of the current recruitment process the following data: name (s) and surname, parents' names, date of birth, place of residence (address for correspondence), education, course of previous employment – the fact that the processing is necessary to fulfill the legal obligation incumbent upon us and resulting from the legal provision, i.e. art. 221 of the Labor Code (the basis provided for in art 6 par. 1 point c of the GDPR) and the fact that the processing is necessary to take the action necessary to conclude an employment contract (the basis provided for in Article 6 (1) (b) of the GDPR).
- b) Your consent to the processing of data provided in a CV or cover letter (the basis provided for in Article 6 (1) (a) and (GDPR)), if you provide us with data other than those listed above under a).
- c) Your consent (the basis provided for in Article 6 (1) (a) and the GDPR) - regarding the processing of your data after the completion of the current recruitment process.

### **4. The period of storage of personal data**

We will store your data until the end of the current process, unless you agree that your personal data (including your CV and cover letter) should be stored by us until the consent is withdrawn, but not longer than 2 years - in order to take attention in subsequent recruitment processes.

If you want to use this option, please send an email to the following address [rekrutacjahr@tpv-tech.com](mailto:rekrutacjahr@tpv-tech.com) with information that you would like us to keep your personal data until the consent is withdrawn, but not longer than 2 years. Granting the above consent is entirely voluntary and its absence results only in the prior removal of your personal data by us.

## 5. Recipients of data

Your personal data may be transferred to entities that are not part of the TPV capital group, such as Temporary Employment Agencies.

Inside the structure of TPV Displays Polska Sp. z o. o. access to your personal data will be available to HR and Employer Department employees.

## 6. Your rights

You have the following rights related to the processing of personal data:

- a) the right to withdraw consent to the processing of your data;
- b) the right to access your data and receive a copy thereof;
- c) the right to request the correction of your personal data;
- d) the right to demand that we remove your personal data;
- e) the right to request restricting the processing of your personal data. Which means, that if, for example, in your opinion, the data we have is incorrect or we process your data without legal basis or do not want us to remove it, because you need to establish, investigate or defend claims or for the time you object to the processing, you can demand that we limit the processing of your personal data only to store or perform the activities agreed upon with you;
- f) the right to transfer your personal data, i.e. the right to receive your personal data from us in a structured, commonly used machine readable format. You can send this data to another administrator or request that we send it to another administrator. However, we will do this only if such a message is technically possible.

To use the above rights, contact us or our data protection officer in the manner indicated in points 1 or 2 above.

### The right to withdraw consent

To the extent that your data is processed on the basis of your consent, you have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of the processing that has been made on the basis of your consent prior to its withdrawal. In order to withdraw your consent, please contact us or our data protection officer in the manner indicated in points 1 or 2 above, or send a notice of cancellation to the following address [rekrutacjahr@tpv-tech.com](mailto:rekrutacjahr@tpv-tech.com) or leave your statement of withdrawal at the place where you submitted your CV or cover letter.

### The right to object because of your special situation

If you want to object to any aspect of the processing of your personal data, please contact us directly in the manner indicated in points 1 or 2 above.

### The right to submit a complaint to the supervisory body

You also have the right to lodge a complaint with us to the supervisory body, i.e. the President of the Office for Personal Data Protection (2 Stawki Street, 00-193 Warsaw).

## 7. Information about the requirement / voluntary data submission

The transfer of personal data by you is not mandatory but is a prerequisite for your application to be included in the recruitment process. If you do not choose you as part of the current recruitment process, leaving your personal data in our database is absolutely voluntary and depends only on the active will of you to leave this data.