

## GDPR CLAUSE FOR CANDIDATES FOR EMPLOYEES

### 1. Indication of the controller

The controller of personal data is CAPS S.A. with its registered office at ul. Bułgarska 69/73, 60-320 Poznań. The contact with the data controller is possible via e-mail [dp@caps-group.com](mailto:dp@caps-group.com)

### 2. Purpose of processing

The purpose of processing your personal data is to carry out the recruitment process, including assessment of the candidate's qualifications and skills in order to select a person suitable for the position indicated in the recruitment offer.

### 3. Legal basis

- 1) Processing of your data in the current recruitment process takes place on the basis of Article 6 section 1 letter c of the GDPR within the scope of data provided for by the Labour Code. In case of sending an additional data the processing is carried out on the basis of Article 6 section 1 letter a of the GDPR (you consent to the processing of personal data in order to enable the controller to choose the best candidate for the job). At the same time, in accordance with Article 4(11) of the GDPR and recital 32 of the GDPR, sending application documents is treated as an unambiguous, conscious and voluntary action confirming consent to the processing of personal data for recruitment purposes.
- 2) If you consent to the processing of your data in future recruitment processes, the processing will be carried out on the basis of Article 6(1)(a) of the GDPR (you consent to the processing of personal data in future recruitment processes in order to enable the controller to choose the best candidate for the job).

### 4. Processing period

- 1) Your data will be processed for the duration of the recruitment process and for 6 months after the completion of the recruitment process.
- 2) In case of consent to the processing of personal data in future recruitment processes, your data will be processed for a period of 6 months from the completion of the original recruitment.

### 5. Transfer of personal data

Your personal data will be transferred by the Controller exclusively to trusted entities such as companies providing and operating selected systems and IT solutions used by the Controller for data processing. Personal data will not be transferred outside the EEA or made available to international organisations.

### 6. Your rights

In connection with the processing of personal data by us, you have the right to:

- 1) withdraw your consent,
- 2) request access to your personal data,
- 3) request the rectification of your personal data,
- 4) demand the deletion or restriction of the processing of your personal data, if consent has been withdrawn and there is no other legal basis for further processing,

- 5) portability of personal data, understood as the transfer of data to another controller at the request of the data subject, if the processing takes place in information systems and if the processing takes place on the basis of a consent,
- 6) file a complaint with the President of the Office for Personal Data Protection, if you believe that the processing violates the law.

Providing your data is voluntary, although to the extent specified in the Labour Code it is necessary for participating in the recruitment process. If you do not agree to the processing of a wider range of data than those resulting from the Labour Code, we will not be able to take them into account when assessing your candidacy, and thus the assessment of your competence may be incomplete. Failure to make a full assessment may result in an unreliable assessment of your application in comparison with other applicants.