

**INFORMATION ON THE PROCESSING OF PERSONAL DATA OF A JOB APPLICANT**

1. The Controller of your personal data processed in connection with the conducted recruitment is ADAMS Sp. z o.o. with its registered office at ul. Nowina 20, 62-081 Baranowo (hereinafter referred to as "ADAMS"), phone: +48616507777, e-mail: [biuro@adamsbox.com.pl](mailto:biuro@adamsbox.com.pl).
2. Personal data will be processed for purposes related to the recruitment at ADAMS.
3. The legal basis for the personal data processing is:
  - a) the compliance with legal obligations imposed on ADAMS, in accordance with art. 22<sup>1</sup> § 1 of the Labour Code (art. 6(1)(c) of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016, i.e. the General Data Protection Regulation, hereinafter referred to as: **GDPR**), therefore the provision of the data is voluntary, while failure to provide them makes the participation in the recruitment process impossible;
  - b) activities undertaken at your request to conclude the employment contract (legal basis: art. 6(1)(b) GDPR)
  - c) the voluntary consent granted on terms indicated in the GDPR (art. 6(1)(a) and 7 of the GDPR) and the Labour Code;  

The expression of consent to the processing of personal data to an extent mentioned above is voluntary and must neither be the basis for your unfair treatment nor cause any negative consequences to you, in particular, it must not be the cause that justifies the refusal of your employment.
  - d) possibly while determining, pursuing or defending any claims between you as a job applicant and ADAMS, which constitutes a legitimate interest of ADAMS under Article 6(1)(f) of the GDPR;
  - e) in the case of your presence on the premises of ADAMS, to ensure safety to ADAMS - the personnel and property of ADAMS, e.g. by using the vision surveillance system, which is the legitimate interest of ADAMS pursuant to art. 6(1)(f) of the GDPR).
4. ADAMS requests that you do not include any information from the specific categories of personal data listed in Article 9(1) of the GDPR in the submitted documentation (information about race or ethnic origin, political views, religious or philosophical beliefs, trade union membership, information concerning your physical or mental health, genetic data, biometric data, information about your sexual life or sexual orientation and criminal history). If such information is provided for any reason, this will mean an express consent to the collection and use of such information by ADAMS for recruitment purposes.
5. ADAMS may disclose your personal data to any entities which render legal services to ADAMS, and also to product and service providers acting on the company's behalf, especially the entities which render IT, HR, maintenance, agency, and administrative services to ADAMS.
6. Your personal data will be stored for the duration of the recruitment process, and if you give your consent to the use of personal data for the purposes related to subsequent recruitment processes for a period of 12 months, from the date of their receipt by ADAMS.
7. To the extent permitted by law, you shall have the right to request to:
  - a) access your data,
  - b) modify your data,
  - c) delete your data,
  - d) restrict the processing of your data,

- e) transfer your data in a structured, widely used, machine-readable computer format. You may send these data to another controller or request that ADAMS send them to another controller. However, ADAMS shall only do so, if such transfer is technically possible. Your right to transfer personal data shall only apply to those data which ADAMS processes on the basis of the Agreement made with you or on the basis of your consent,
- f) object to the processing of personal data based on the legitimate interest of ADAMS.

If your personal data are processed on the basis of your consent, you may withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent given prior to its withdrawal.

- 8. The aforesaid rights may be exercised by indicating your requests and sending them to the e-mail address: [incydenty@adamsbox.com.pl](mailto:incydenty@adamsbox.com.pl)
- 9. You also have the right to lodge a complaint with the President of the Office for the Protection of Personal Data, if you believe that the processing of your personal data by ADAMS violates the GDPR.

**While attaching your CV, please include the following clause:**

- 1) *„I represent that I have read the Information about the processing of personal data placed under the above-mentioned recruitment announcement, including the information about the purposes of processing of my personal data and about my rights in connection with the processing of my personal data”.*

**If you want us to keep your CV/cover letter in our recruitment base, please include the following consent in your CV/cover letter:**

- 1) *I hereby give my voluntary consent to the processing of my personal data for a period of 12 months for the purposes of future recruitments conducted by ADAMS.*

**If you want us to transfer your CV/cover letter to the recruitment base of Delta Box Sp. z o.o. sp.k., please include the following consent in your CV/cover letter:**

- 1) *I hereby give my voluntary consent to the ADAMS' disclosure of my personal data included in the CV sent by me to Delta Box Sp. z o.o. sp.k..*