

## INFORMATION CLAUSE

### CONCERNING THE PROCESSING OF PERSONAL DATA BY LS TECHNICS SP. Z O.O. FOR THE NEEDS OF CONDUCTED RECRUITMENT PROCESSES

In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in 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), (hereinafter referred to as "GDPR"), we inform that:

#### 1. Administrator of personal data

The controller of your personal data is LS Technics sp. z o.o. with headquarters in Pyrzowice (42-625), at Centralna 5 Street, entered in the register of entrepreneurs kept by the District Court in Gliwice, X<sup>th</sup> Commercial Division of the National Court Register under number 0000152229, share capital in the amount of: PLN 45 813 840,00, NIP: 645-10-02-139 (hereinafter: the "Company").

#### 2. Data Protection Officer

The Company has appointed a Data Protection Officer, who can be contacted at the following e-mail address: [iod@lst.aero](mailto:iod@lst.aero) or correspondence address: LS Technics sp. z oo, ul. Centralna 5, 42-625 Pyrzowice.

#### 3. Purposes and lawful basis for processing

The Company will process your data:

- 1) to the extent specified in art. 22<sup>1</sup> of the Labor Code, i.e. name and surname, date of birth, contact details, education, professional qualifications, course of previous employment - the basis for processing is art. 6 sec. 1 lit. b and c of the GDPR,
- 2) not required by law (eg. your image) - on the basis of expressed consent, i.e. on the basis of the premise specified in art. 6 sec. 1 lit. a GDPR or art. 9 sec. 2 lit. a - if the application documents contain the data referred to in art. 9 sec. 1 GDPR,
- 3) if you give your separate consent, your personal data will be processed for the purpose of conducting and settling future recruitment processes conducted by LS Technics sp. z o.o.- the basis for the processing of personal data in this case is art. 6 sec. 1 lit. a GDPR,
- 4) in order to possibly establish, investigate or defend against claims that are the implementation of our legitimate interest - the basis of art. 6 sec. 1 lit. f GDPR.

#### 4. Retention periods

Your data will be processed for the duration of the recruitment process and for a period of 1 month from the date of signing the contract with the selected candidate for the purpose of communicating the recruitment results to other candidates and possible further correspondence in this matter. To the extent that the processing of your personal data is based on consent, they will be processed until it is withdrawn or for a period of 1 month from the date of signing the contract with the selected candidate. If you have consented to the use of your personal data for the purposes of future recruitment, the data will be used for these purposes for no longer than 12 months from the moment Company receives the recruitment application or until the consent is withdrawn.

#### 5. Recipients of personal data

The recipients of your personal data will be persons or entities to whom the documentation regarding the recruitment process will be made available, i.e. employees and associates of LS Technics sp. z o.o. holding appropriate authorizations to process personal data. Your personal data may be made available to entities processing personal data at the request of the Company, including recruitment system providers, IT service providers.

#### 6. Rights of data subjects

According to the GDPR, you are entitled to:

- 1) the right to request the Company to access personal data and receive a copy of it, in accordance with art. 15 GDPR,
- 2) the right to request the rectification (correction) of personal data in the cases referred to in art. 16 GDPR,
- 3) the right to request the deletion of personal data in the cases specified in art. 17 GDPR,

- 4) the right to request the restriction of the processing of personal data in the cases specified in art. 18 GDPR,
- 5) the right to data portability in the cases specified in art. 20 GDPR,
- 6) the right to object to the processing of your personal data in the cases specified in art. 21 GDPR,
- 7) the right to lodge a complaint to the President of the Personal Data Protection Office, if you feel that the processing of personal data violates the provisions of the GDPR,
- 8) the right to withdraw consent at any time. Withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.

#### **7. Provision of personal data**

Providing your personal data is voluntary but necessary to carry out the recruitment process or for the purposes of future recruitment, and the consequence of not providing this data may be the rejection of your candidacy or leaving it without consideration.

#### **8. Automated decision making**

Your data collected will not be subject to automated decision making in accordance with art. 22 GDPR, including profiling.