

INFORMATION CLAUSE

Panek S.A., located in Warsaw (02-390), Grójecka Street 208

1. Data Controller

The Data Controller of your personal data is Panek S.A., located in Warsaw (02-390), at Grójecka Street 208 (hereinafter referred to as the "Administrator").

2. Data Protection Officer

We have appointed a Data Protection Officer, a person you can contact in all matters related to the processing of your personal data and the exercise of your rights related to data processing. You can contact the officer in the following ways:

- In writing, to the Administrator's registered office address.
- By email: iodo@panek.eu

3. Purposes and Legal Basis for Data Processing

Your personal data will be processed for the following purposes:

- Under Article 6(1)(b) and Article 6(1)(c) of the GDPR in conjunction with Article 22¹ § 1 of the Labor Code – meaning processing your personal data such as first name(s) and surname, date of birth, contact details provided by you, education, professional qualifications, and previous employment is necessary for the Administrator to take actions at your request before entering into a contract. Your personal data will also be processed in connection with the legal obligation incumbent on the Administrator arising from the provisions of the Labor Code.
- Under Article 6(1)(a) of the GDPR – based on your voluntary and informed consent for data other than those required by law and indicated above (e.g., image in application documents).
- Under Article 6(1)(f) of the GDPR – based on the legally justified interest of the Administrator, which is to defend against your possible future claims arising from the violation of the principle of equal treatment.

4. Reasons for Disclosure and Consequences

Disclosure of personal data for the purposes indicated in point 3 is voluntary, but failure to provide personal data prevents the conclusion and execution of a contract.

5. Retention Period of Your Personal Data

Your personal data will be processed for the duration of the recruitment process. If you consent to further recruitment, your personal data for this purpose will be processed no longer than one year from the date of your consent. Your data will then be stored for the time necessary to document activities involving you and for the period resulting from the statute of limitations for claims.

6. Recipients of Your Personal Data

Your personal data may be disclosed to our authorized employees, entities authorized by law, and entities and their employees providing services on our behalf that require access to your data – including legal, financial, accounting, and IT services.

7. Your Rights Related to Personal Data Processing

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

- The right to object to the processing of data due to your particular situation – as we process your data based on our legally justified interest specified in point 3,
- The right to access your personal data,
- The right to request rectification of your personal data,
- The right to request deletion of your personal data,
- The right to request restriction of processing of your personal data,
- The right to data portability.

To exercise the above rights, contact us or our Data Protection Officer (contact details in points 1 and 2 above).

You also have the right to lodge a complaint with the supervisory authority responsible for personal data protection, i.e., the President of the Personal Data Protection Office.

8. Automated Decision Making

As a result of processing, decisions will not be made in an automated manner (without human involvement), including not being used for analysis involving them, i.e., there will be no profiling.
