

Information on personal data protection for job/internship applicants in Synerise S.A.

This information is put forward by Synerise S.A. based in Cracow (hereinafter referred to as the "Company") and directed at persons applying for employment or internship in the Company.

The information is an expression of the fulfilment of the information obligation by the Company, resulting from the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 - general regulation on data protection, hereinafter referred to as "GDPR".

1. Data controller

The data controller of your personal data is Synerise S.A. with its registered office in Cracow, Zabłocie 43 B, 30-701 Cracow. The Company has appointed a Data Protection Officer – email address: iod@synerise.com.

2. Purposes and legal basis of data processing

The Company may process your personal data for the following purposes:

Purpose of the processing	Legal basis of the data processing
<p>1. recruitment:</p> <ul style="list-style-type: none"> (i) for a specific position; or (ii) for an internship (as part of an internship program organized by the Company) <p>- in accordance with the content of the job advertisement / internship advertisement, under which you send your application form</p>	<ul style="list-style-type: none"> • in the scope of personal data, the provision of which is required under the law (e.g., pursuant to Article 22¹ of the Act of 26 June 1974 - Labour Code) – art. 6 section 1 (c) GDPR, i.e., processing is necessary for compliance with a legal obligation to which the Company is subject • in the scope of other data, i.e., voluntarily provided by you - art. 6 section 1 (a) GDPR, i.e., your consent to the processing of personal data by the Company, expressed by: <ul style="list-style-type: none"> – their inclusion in your application form and sending them to the Company (e.g., to the e-mail address indicated by the Company or via the electronic form available on the recruitment portal through which you send your application) or by submitting them to the Company in another way; or – submitting an appropriate statement in this respect, e.g., by including it in the content of application documents or other documents related to the recruitment, or by ticking a relevant selection button (if the Company makes such functionality available for a given recruitment process)

		<ul style="list-style-type: none"> in the scope of special categories of data referred to in art. 9 section 1 GDPR (e.g., data concerning health), which you voluntarily and on your own initiative provide to the Company, your explicit consent, referred to in art. 9 section 2 (a) GDPR, is required for their processing by the Company
2.	conducting future recruitment processes with your participation	art. 6 section 1 (a) GDPR, i.e., your consent to the processing of personal data by the Company for this purpose, expressed by submitting an appropriate statement in this respect, e.g., by including it in the content of application documents or other documents related to the recruitment, or by ticking a relevant selection button (if the Company makes such functionality available for a given recruitment process)
3.	verification of your qualifications and skills	art. 6 section 1 (f) GDPR, i.e., processing is necessary for the purposes of the legitimate interests pursued by the Company, which is the verification of qualifications and skills of candidates for a job / internship in order to select the right person for the position / internship for which a given recruitment process is conducted
4.	drawing up an employment contract or a civil law contract and communication in matters related to the commencement of employment / internship in the Company (in the event of a positive recruitment result)	art. 6 section 1 (b) GDPR, i.e., processing is necessary in order to take steps at the request of the data subject prior to entering into a contract, as well as art. 6 section 1 (f) GDPR, i.e., processing is necessary for the purposes of the legitimate interests pursued by the Company, consisting in the possibility of providing the employed person with all the information necessary to start employment / internship in the Company
3.	exercise of legal claims	art. 6 section 1 (f) GDPR, i.e., processing is necessary for the purposes of the legitimate interests pursued by the Company, which are: ensuring the legal security of the Company, including through the determination, investigation or defense of claims related to the recruitment process
4.	performing legal obligations incumbent on the Company	art. 6 section 1(c) GDPR, i.e., processing is necessary for compliance with a legal obligation to which the Company is subject (e.g., in the field of exercising Your rights referred to in Point 6 below)

3. Categories of personal data processed

We process your personal data that we have collected in connection with your participation in the recruitment process we are conducting. These are personal data contained in your application documents, as well as data we have obtained from you at further stages of the recruitment process. This data includes identification data (first name, last name, date of birth), contact data (home address, mailing address, email address, telephone number), data on education, professional qualifications and work experience, other data voluntarily provided by you.

4. Source of personal data

We usually obtain your personal data directly from you. However, in a situation where the recruitment for which you have applied is conducted in cooperation with another entity (e.g., a recruitment agency), we may receive your personal data from that entity.

5. Data recipients

The recipients of your personal data are our service providers, i.e., entities providing specific services for the Company, when their performance requires data processing (e.g., providers of IT, legal services), and also - as defined by law - authorized public administration bodies (e.g., the tax office, the police, courts).

6. Data transfer to a third country

Your personal data, to the necessary extent, may be transferred outside the European Economic Area in the event that the Company uses the services (e.g., IT solutions) of entities processing personal data in third countries. If these are not countries for which the European Commission has found an adequate level of data protection, the transfer will be carried out with adequate safeguards, in particular through the so-called standard contractual clauses issued by the European Commission. For detailed information about these safeguards (including a copy of them or where they are made available), please contact the Company using the contact details indicated in point 1 above.

7. Data storage period

Your personal data will be kept by the Company for the period necessary to achieve the processing purposes indicated in Point 2 above. In particular, personal data will be stored for the period for conducting the recruitment process in which you have applied for participation. If you have consented to the processing of your personal data for the purpose of conducting future recruitment processes, we will process them for a period of 12 months, counting from the end of the calendar month in which we received your consent to such processing. In the event of processing based on our legitimate interest or your consent, the Company will stop continuing it in the event of your effective objection or withdrawal of consent.

8. The data subject's rights

In connection with the processing of your personal data by the Company, you can exercise the following rights: (a) access to the data, (b) rectification of the data, (c) deletion of the data in the cases indicated in the GDPR, (d) data processing restrictions, (e) object to the processing of the data, (f) data portability, (g) withdraw consent to data processing (the withdrawal of the consent does not affect the lawfulness of the processing which was conducted on the basis of consent before its withdrawal), (h) lodging a complaint to the supervisory authority (authority competent for Poland - President of the Office for Personal Data Protection, Stawki 2, 00-193 Warsaw) - if it is considered that the processing of your personal data by the Company violates the provisions of the GDPR.

9. Additional information

In order to effectively conduct the recruitment process, the Company may use processes based on profiling. These involve assessing qualifications, skills or other characteristics relevant to the selection of a candidate for a position or internship. The assessment performed by the Company

does not lead to automatic decision-making regarding your participation in the recruitment or its results.

Providing your personal data in the scope resulting from the law (in particular from art. 22¹ of the Labour Code) is necessary to participate in the recruitment process. Providing other data is voluntary, but it may be necessary for the conducting recruitment process. In all matters related to the processing of your personal data by the Company, including in order to exercise the rights referred to in Point 6 above, please contact the Company through the agreement details indicated in Point 1 above.

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