

## **INFORMATION CLAUSE**

### **1. Personal Data Controller**

The controller of your personal data will be Wakacje.pl S.A. with its registered office in Gdańsk (hereinafter: we). You can contact us at: Wakacje.pl S.A., al. Grunwaldzka 413, 80-309 Gdańsk

### **2. Data Protection Officer**

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

- by letter to the following address: Wakacje.pl S.A. / IODO / al. Grunwaldzka 413, 80-309 Gdańsk
- by e-mail to the following e-mail address: [iodo@wakacje.pl](mailto:iodo@wakacje.pl)

### **3. Purposes and bases for processing**

We will process your personal data for the following purposes:

- 1) Conduct the recruitment process for the position you are applying for. The basis for processing is:
  - implementation of labour law provisions (Article 22 (1) § 1 of the Code of Civil Procedure) and preparation for concluding a contract (Article 6 (1) (b) of the GDPR) in the scope of the following data: name(s) and surname; Date of birth; Contact; education; professional qualifications, the course of previous employment;
  - Your consent (Article 6(1)(a) of the GDPR) to the additional data that you choose to provide to us voluntarily in your CV, cover letter or during a job interview. Providing additional data, to the extent not specified by labour law or not required by us, will be treated as consent to the processing of such personal data. Giving consent in this case is voluntary, and consent given in this way may be revoked at any time;
  - our legitimate interest (Article 6(1)(f) GDPR) in the data collected by us during the interview. We have a legitimate interest in vetting your skills and abilities – we need this to assess whether you are the right person for the position we are recruiting for;
  - our legitimate interest (Article 6(1)(f) of the GDPR) consisting in the possibility of conducting recruitment by electronic means, efficient communication and ensuring the correct identification and, if necessary, confirmation of the candidate's identity in the system used to manage the recruitment process (the email address is the candidate's identifier in the eRecruiter system);
- 2) assessment of your qualifications, abilities and skills during future recruitment – the basis for the processing is your consent (Article 6(1)(a) of the GDPR);
- 3) archival and evidentiary data - the basis for processing is our legitimate interest related to the pursuit or defence of possible claims (Article 6(1)(f) of the GDPR).

### **4. Data retention period**

We will retain your personal data for a period of one year after you submit your application for the position.

### **5. Data recipients**

We will transfer your personal data to service providers supporting us in conducting recruitment processes, e.g. IT service providers and a service provider providing the eRecruiter recruitment process management system, i.e.

eRecruitment Solutions sp. z o.o. Such entities process data on the basis of a contract with us and in accordance with our instructions.

Other companies from the Wirtualna Polska Holding S.A. capital group for administrative purposes, including personnel management throughout the capital group for the purpose of exchanging data within the capital group, in particular in connection with human resources management and organizational structure, administrative, HR, payroll and IT services, planning and reporting at the group level.

In addition, if you consent to the processing of your personal data for the purposes of future recruitment, we will be able to transfer your personal data to companies from the Wirtualna Polska capital group, which includes Wirtualna Polska Holding S.A. with its registered office in Warsaw and subsidiaries (<https://holding.wp.pl/inwestor/struktura-grupy-kapitalowej>)

## **6. Rights related to the processing of your personal data**

You have the right to:

- 1) access to your personal data,
- 2) request rectification of your personal data,
- 3) request the deletion of your personal data,
- 4) request restriction of processing of your personal data,
- 5) object to the processing of your data – in cases where we process your data on the basis of our legitimate interest,
- 6) transfer of your personal data, i.e. the right to receive your personal data from us, in a structured, commonly used and machine-readable IT format. You can send this data to another data controller or request that we transmit your data to another controller, but we will only do so if such transfer is technically possible. You have this right to portability only in respect of the data that we process on the basis of a contract with you or on the basis of your consent,
- 7) to the extent that your data is processed on the basis of consent - withdraw consent to the processing of your personal data at any time. The withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.

To exercise the above rights, please 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 President of the Office for Personal Data Protection. This right applies only to the lawfulness of the processing of personal data, and does not apply to the course of the recruitment process.