

## INFORMATION CLAUSE

### - personal data of the contractor and persons acting on their behalf –

1. **The Administrator of personal data** is AAS RECRUITMENT sp. z o.o., ul. Ferdynanda Focha 53/5, 42-200 Częstochowa (KRS: 0000255644).
2. **The Administrator has obtained personal data** directly from the person to whom they relate or from a contractor with whom the Administrator has concluded a contract, or takes steps to establish cooperation and conclude a contract. In the case of persons representing the contractor, the data may be obtained from publicly available registers, such as the National Court Register (KRS) or Central Register and Information on Economic Activity (CEIDG).
3. **Personal data will be processed:**
  - a) to achieve the goals resulting from the legitimate interests pursued by the Administrator (Article 6 of act 1, letter f of the GDPR), which are:
    - I. to conclude and then perform a contract or order, in particular in business correspondence,
    - II. protection against claims and pursuing own claims,
    - III. conducting direct marketing;
  - b) to fulfil the legal obligations incumbent on the Administrator, in particular handling invoices, keeping accounting books and tax documentation (Article 6 of act 1, letter c of the GDPR);
  - c) to establish business cooperation, in particular, to present an offer, if consent has been given (Article 6 of act 1, letter a of the GDPR).
4. **The period of personal data processing** depends on the purpose of processing and so accordingly for the purpose indicated in:
  - a) point 3.a) I - until the conclusion of the Agreement and for the duration of the Agreement or the provision of services;
  - b) point 3.a) II - for a period corresponding to the period of limitation of claims that may be raised by the Administrator and which may be raised against the Administrator;
  - c) point 3.a) III - until an objection is raised;
  - d) point 3.b) - for the period required by law;
  - e) point 3.c) - until the consent is withdrawn.
5. **Categories of personal data** is data necessary to achieve the above-mentioned purposes, in particular: name and surname, contact details (e.g. e-mail address, telephone number, address), the position held or function performed.
6. **The recipients of personal data** will be suppliers of goods and services, in particular: entities handling the concluded Agreement, responsible for investigation and defense against claims (including advisers, lawyers), courier companies and postal companies, entities providing IT services and for administrative purposes - entities belonging to the Exact Systems group.
7. **The administrator does not transfer personal data to international organizations.** When it is necessary to perform a contract or order, personal data, in particular contact details, may be transferred to contractors or companies belonging to the Exact Systems group, located in third countries. The transfer of personal data to these countries will take place based on a decision of the European Commission stating the appropriate level of protection of personal data in a given country or standard contractual clauses adopted by the European Commission, or - if the transfer is necessary to perform the contract or order.
8. **Your rights:**
  - a) access to the content of your data and rectification, deletion, and processing restrictions;
  - b) data portability;
  - c) objecting (applies to data processing based on legitimate interest);
  - d) withdrawal of consent at any time without affecting the lawfulness of the processing which was carried out based on consent before its withdrawal;
  - e) lodging a complaint to the President of the Personal Data Protection Office (if it is found that the processing of personal data is unlawful).
9. **The Administrator does not make decisions in an automated manner** and does not use any form of automated processing of personal data, which consists in the use of personal data to assess certain personal factors of a natural person, in particular, to analyze or forecast aspects related to the effects of the natural person's work, its economic situation, health, personal preferences, interests, reliability, behavior, location, or movement.
10. **Providing the required personal data** is necessary to achieve the goals set out in point 3.
11. **In matters related to the processing of personal data**, in particular any doubts regarding the processing of personal data and executing your rights, please contact us at:
  - a) AAS RECRUITMENT sp. z o.o., ul. Ferdynanda Focha 53/5, 42-200 Częstochowa (with a note ODO),
  - b) with the appointed Data Protection Officer: [odo@asrecruitment.com](mailto:odo@asrecruitment.com).