

## **CAPS - INFORMATION ABOUT EMPLOYEE PERSONAL DATA PROCESSING BY THE EMPLOYER**

### **INFORMATION CLAUSE**

1. Your data controller is CAPS S.A with the registered office at Bułgarska 39/73, 60-320 in Poznań, entered into the register of entrepreneurs kept by the District Court in Poznań- Nowe Miasto and Wilda, 8<sup>th</sup> Commercial Division of the National Court Register (KRS) under KRS number 0000390799, NIP (tax identification number) 7831676465, share capital: 1.000.000,00 PLN (hereinafter “**Controller**”), which can be contacted via email: [info@caps-group.com](mailto:info@caps-group.com).
2. You can contact our Data Protection Officer via email address: [dp@caps-group.com](mailto:dp@caps-group.com)
3. Your personal data are processed by the Controller in compliance with law regulations, in particular with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing directive 95/46/ec (hereinafter: “GDPR”).
4. Your personal data shall be processed for the following purposes:
  - a) based on article 6, section 1 point b GDPR, i.e. in order to carry out an employment agreement;
  - b) fulfilling the Controller’s legal obligation, according to article 6 section 1 point c GDPR, and so stemming from the Labor Code and other commonly binding law regulations;
  - c) pursuing and/or protecting claims, based on article 6, section 1 point f GDPR, which refers to monitoring buildings and their vicinity using image recorders to have the possibility to determine circumstances and the course of events that are the base of the claims, monitoring network traffic in order to improve the ICT security and collecting evidence for an event of crime being committed or infringement of professional responsibilities;
  - d) ensuring your security, protection of the Controller’s property, as well as keeping secret information whose revealing could compromise us, realized with visual monitoring (technical measures enabling to register image), based on article 6, section 1, point f GDPR, i.e. legally justified interest carried out by the controller, which is to ensure safety in the Building;
  - e) carrying out simple administrative activities, such as keeping a record of correspondence, ins and outs, work tools etc. in order to improve accountability and the Controller’s work quality, also based on article 6, section 1, point f GDPR;

- f) based on your separate agreement e.g. for using the newsletter service or to use your image, based on article 6, section 1, point a GDPR.
5. Your personal data processed in order to carry out the contract shall be stored for the period of the contract being in force (including the fifty year period and for employees employed after January 1st, 2019, a ten year period if it concerns data collected for pension/annuities purposes, and also for a five year period after termination of the employment if it concerns data which may be helpful with pursuing claims on the work relationship), based on article 6, section 1, point c GDPR (this also concerns requirements from the law provisions), and also pursuing or protecting claims based on article 6, section 1, point f GDPR (protecting the claims constitutes the so-called justified interest of the Controller). Your image processed within visual monitoring shall be processed for a period of 3 months, unless the recording constitutes or may constitute evidence in an investigation, in such case it shall be processed until the investigation's legally valid termination.
  6. Your personal data processed based on a separate agreement shall be stored until its withdrawal.
  7. Your personal data shall be processed to data recipients, i.e. the companies which provide services to the Controller and need your data for them, as well as external companies within the scope of contact data necessary to cooperate. They shall be primarily:
    - a) subjects carrying out routine medical check-ups (being able to work),
    - b) subjects running seminars,
    - c) subjects supporting the Controller in the scope of managing IT devices, including hosting and email providers,
    - d) if it is needed, loan collection subjects,
    - e) travel agencies, airlines and hotels for organizing trips, also international, to buy a flying ticket and make a hotel reservation,
    - f) subjects creating and processing photography and video during events and photo sessions (subject to your separate agreement).
  8. With your agreement, your personal data may also be shared with other controllers in relation to your will to use the so-called employee benefits, e.g. private medical services, subscription-based systems enabling to use sports and recreation facilities, voluntary group insurances.
  9. such sharing shall be preceded by your acceptance of a separate Terms of Service which shall present matters of privacy in detail in the context of a given program that it refers to.

10. Your personal data shall not be transferred to third party countries from outside the European Economic Area
11. You have the right to access your data and obtain a copy of them, the right to rectify them should they appear incomplete or wrong, the right to request the Controller to remove your data or limit their processing, the right to transfer data to another Controller and the right to withdraw your agreement at any moment without influence on the compliance with the processing right which was made based on the agreement before the withdrawal.
12. You also have the right to object to further processing.
13. You also have the right to issue a complaint to the Personal Data Protection Office if you think that the processing of your data infringes on the GDPR provisions.
14. Providing your data is voluntary, however, providing them may be a condition for entering a work contract or carry out services related to the work relationship and the consequence of failure to provide them may be the inability to enter the work contract or carry out the services related to the work relationship.
15. The Controller does not profile their employees.