

## GDPR CLAUSE FOR CANDIDATES FOR EMPLOYEES

### 1. Indication of the controller

The controller of personal data is CAPS S.A. with its registered office at ul. Bułgarska 69/73, 60-320 Poznań. The contact with the data controller is possible via e-mail [dp@caps-group.com](mailto:dp@caps-group.com)

### 2. Purpose of processing

The purpose of the processing of personal data is to acquire a trainee/apprentice for the attainment of business objectives of CAPS S.A.

### 3. Legal basis

- 1) The processing of data is based on Article 6(1)(a) of the GDPR, i.e. your consent.
- 2) The processing of data will be carried out on the basis of Article 6(1)(b) of the GDPR, i.e. for the purpose of concluding and performing contracts.
- 3) The processing of data will be carried out on the basis of Article 6(1)(c) of the GDPR in connection with the implementation of the legal provisions governing the employment of trainees and apprentices.

### 4. Processing period

- 1) The data are processed for up to 3 months after the end of the recruitment process or until the moment of withdrawal of your consent.
- 2) The data are processed until the termination of the contract subject to the limitation periods of any claims.
- 3) The data are processed for the period required by law with respect to the retention of documentation related to the internship or practice.

### 5. Transfer of personal data

Your personal data will be transferred by the Controller exclusively to trusted entities such as companies providing and operating selected systems and IT solutions used by the Controller for data processing. Personal data will not be transferred outside the EEA or made available to international organisations.

### 6. Your rights

In connection with the processing of personal data by us, you have the right to:

- 1) withdraw your consent,
- 2) request access to your personal data,
- 3) request the rectification of your personal data,
- 4) demand the deletion or restriction of the processing of your personal data, if consent has been withdrawn and there is no other legal basis for further processing,
- 5) portability of personal data, understood as the transfer of data to another controller at the request of the data subject, if the processing takes place in information systems and if the processing takes place on the basis of a consent,
- 6) file a complaint with the President of the Office for Personal Data Protection, if you believe that the processing violates the law.

Providing data is voluntary, although it is necessary for concluding a contract. Your data will not be profiled and no automatic decisions will be made on their basis.