

According to Art. 13 par. 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("GDPR") Tutlo sp. z o.o. provides the following information regarding the processing of your personal data:

### **1. Data controller**

The personal data controller is TUTLO sp. z o.o., ul. Świętego Leonarda 1/8, 25-311 Kielce, entered in the Register of Entrepreneurs of the National Court Register maintained by the District Court in Kielce, X Commercial Division of the National Court Register, under KRS number: 0000651245, NIP: 6572927356, REGON: 36612628100000, rodo@tutlo.pl, tel. 22 247 20 45.

### **2. Objectives and bases for personal data processing**

The Data controller processes personal data to allow participation in recruitment processes conducted currently and in the future by the Data controller.

The legal basis for the processing of personal data is:

- 1) within the scope of ongoing recruitment processes – the Data controller taking actions at the request of an applicant (i.e. considering the application), prior to possible contract conclusion (Art. 6 par. 1 point. b GDPR);
- 2) within the scope of recruitment processes that may be conducted in the future – consent expressed by an applicant (Art. 6 par. 1 point. a GDPR).

### **3. Recipients of data**

The Data controller may share your personal data with its subcontractors (entities used in processing), such as:

- 1) entities with which the Data controller cooperates in conducting recruitment;
- 2) IT service providers.

The Data controller does not transfer personal data to third countries except for data being made available to the the Data controller's subcontractors (entities that process data on the former's behalf) who provide IT services to the Data controller; The Data controller takes advantage only of entities belonging to the EU-U.S. Privacy Shield programme, which ensure compliance of their activities with the GDPR.

### **4. Data storage period**

The Data controller stores personal data for a period of 3 years from their collection – If an applicant gives the appropriate consent. If consent has not been given, personal data will be deleted immediately after the recruitment process ends.

### **5. Rights of data subjects**

You have the following rights:

- 1) the right to access provided personal data and the right to receive a copy thereof;
- 2) the right to rectify personal data;
- 3) the right to delete personal data;
- 4) the right to request processing of personal data will be limited;
- 5) the right to transfer personal data;
- 6) the right to object to the processing of personal data;
- 7) the right to complain to a supervisory authority;

If data is processed on the basis of consent, you also have the right to withdraw consent to the processing of personal data at any time. Withdrawing consent does not affect the legality of the processing conducted based on the consent before its withdrawal.

You can contact the Data processor in order to exercise the above rights.

**6. Information on the voluntary nature or the necessity to provide data**

Provision of data is voluntary, but failure to do so will make it impossible to participate in recruitment processes.