

## INFORMATION CLAUSE

Pursuant to the **Article 13 (1-2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR)**, we would like to inform you that:

1. The Administrator of your personal data is Vivenge Sp. z o.o. with a registered office in Siedlce (08-110), ul. Sokołowska 159 (hereinafter referred to as the "Administrator").
2. We process your personal data in order to carry out the recruitment process, while the legal basis for their processing is the Article 6 (1) (a) of the GDPR.
3. We process your personal data in the scope of name, surname, telephone number, residence/officially registered address, e-mail address and other data that you provided to us.
4. We may transfer your personal data to the following entities:
  - a) service providers for the Administrator, in particular IT and legal services who are obliged to comply with the provisions on the protection of personal data;
  - b) the Administrator's employees in connection with their official duties;
  - c) other entities or state authorities, if the obligation to provide personal data results from legal provisions.
5. Your data will not be transferred to third countries or to international organisations.
6. Your personal data will be stored until you object to their processing or withdraw your consent to their processing, but in no case longer than for a period of 3 days from the date of completion of the recruitment process, unless you have consented to the processing of data also for the purposes of future recruitment.
7. You have the right to obtain, on the basis of a written request, a copy of the data transferred to third countries and information on the applied data protection measures.
8. You have the right to gain access to data, request rectification, deletion or limitation of processing, object to processing and data transfer.
9. In case of doubts related to the processing of personal data, you can ask the Administrator for information at any time. You have the right to lodge a complaint with the supervisory body - the President of the Personal Data Protection Office.

10. You can send any suggestions, questions and requests related to the processing of personal data by mail or e-mail to the Administrator's addresses provided in point 1.
11. Your data will not be processed in the activity of automated decision making, including profiling.

### **CONSENT CLAUSE**

1. I declare that I consent to the processing by Vivenge Sp. z o.o. with a registered office in Siedlce, ul. Sokołowska 159, my personal data contained in my application in order to carry out the recruitment process, in accordance with the Article 6 (1) (a) of the general regulation on data protection of 27 April 2016. I also declare that I have been informed about the right to withdraw consent to the processing of personal data at any time, without affecting the lawfulness of the processing, which was carried out on the basis of consent before its withdrawal.

and/or\*

2. I declare that I consent to the processing by Vivenge Sp. z o.o. with a registered office in Siedlce, ul. Sokołowska 159, my personal data contained in my application for the purposes of future recruitment, in accordance with the Article 6 (1) (a) of the general regulation on data protection of 27 April 2016. I also declare that I have been informed about the right to withdraw consent to the processing of personal data at any time, without affecting the lawfulness of the processing, which was carried out on the basis of consent before its withdrawal.

*\* the candidate may consent to both recruitment routes or only one*

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*(date and signature of the recruited person)*