

## NOTICE ON THE PROCESSING OF PERSONAL DATA VOSS AUTOMOTIVE POLAND SP. Z O.O.

### 1. Personal data Controller

We would like to inform you that the Controller of the personal data of our counterparties, their representatives / employees / co-workers and other persons - provided to us in the course of cooperation / execution of contracts (hereinafter referred to as the: "Data") is VOSS Automotive Polska Sp. z o.o. with its registered office in Nowa Wieś Legnicka, Nowa Wieś Legnicka 101, (59-241) Legnickie Pole, e-mail address: [mariana.behela@voss.net](mailto:mariana.behela@voss.net) , telephone: +48(0)76-72-41-496 (hereinafter referred to as the: "Controller").

For matters relating to the processing of personal data, the Controller can be contacted at the details given above.

### 2. Data Protection Officer

The Controller has appointed a Data Protection Officer who can be contacted at the following email address: [odo@olesinski.com](mailto:odo@olesinski.com) .

### 3. Source of data

As a general rule, the Controller processes data coming directly from the personal data subject. The data may also come from publicly available places (e.g. websites) and from third parties, such as contractors or clients of the Controller.

In particular, the Controller may process the following personal data: identification data; contact details; job data and other data provided to the Controller (hereinafter referred to as the: "Data").

### 4. Aims and basis of processing

Personal data (depending on the subject of the correspondence) will be processed for:

- a) the establishment of cooperation and the conclusion and performance of a contract between the Controller and the counterparty or customer,
  - the legal basis for the processing of Data belonging directly to the Counterparty is Article 6(1)(b) GDPR, while in the case of Data of the Counterparty's representative, the basis for the processing is Article 6(1)(f) GDPR, where the Controller's legitimate interest is the need to ensure the correct performance of the contract;
- b) the conduct of the recruitment process by the Controller,
  - The legal basis for the processing of Data of the person participating in the recruitment is Article 6(1)(b) GDPR, as actions aiming at concluding a contract with the Controller, and Article 6(1)(a) GDPR as: i. consent to the processing of Data contained in the recruitment documents and exceeding the scope provided for by the law; ii. consent to the processing of Data in future recruitments conducted by the Controller;
- c) to compliance with legal obligations incumbent on the Controller;
  - The legal basis for the processing of the Data is Article 6(1)(c) of the GDPR, in relation to specific legislation imposing an obligation to act in a certain way;

- d) the fulfilment of the legitimate interests of the Controller, which are understood to be:
- marketing of the Controller's products and services;
  - maintaining ongoing correspondence with clients, contractors, job applicants, employees and other interested parties;
  - fulfilment of the internal administrative purposes of the Controller;
  - carrying out statistical and analytical activities by the Controller;
  - establishment, investigation and defence of potential claims;
- the legal basis for the processing is Article 6(1)(f) of the GDPR, where the legitimate interest should be understood as the circumstances indicated above under point d.

## 5. The need to provide data

The provision of Data is voluntary, but necessary to contact the Controller and to fulfil the above-mentioned processing purposes.

## 6. Data recipients

Recipients of Data processed by the Controller may be, in particular:

- a) VOSS Group entities;
- b) entities providing services to the Controller, in particular: operation of the Controller's ICT tools and systems; legal/financial services, property protection;
- b) current contractors of the Controller to whom the data may be communicated for the purpose of contract/contact performance;
- c) entities entitled to access the data on the basis of applicable law, e.g. law enforcement agencies.

## 7. Data retention period

Personal data may be stored, depending on the purposes of processing described above, for a period of:

- the duration of the contract with the Controller,
- the ongoing recruitment process and (in case of consent to participate in future recruitments) for a period of 12 months from the date of consent
- the implementation of obligations imposed by law,
- the implementation of the legitimate interests of the Controller (including the establishment, investigation and defence against possible claims) or until such time as an objection is made to the processing of the Data on the basis of a legitimate interest (in the case of marketing activities) and this objection is considered by the Controller (in the case of the pursuit of the other legitimate interests of the Controller described in point 4(d) above)

## 8. Data transfer to third countries

Personal data will not be transferred to a third country (outside the European Economic Area) or to an international organisation.

## 9. Automated decision-making including profiling

Decisions concerning you will not be based on automated processing, including profiling as referred to in Article 22 of the GDPR.

## **10. Vested rights**

You have the right to access your Data, including the right to obtain a copy of that Data, to request its rectification, erasure or restriction of processing, to object to its processing, to transfer it to another controller, as well as the right to lodge a complaint with the President of the Office for the Protection of Personal Data - under the terms of Articles 15-21 of the GDPR.

If you voluntarily consent to the processing of your Data, you have the right to withdraw your consent at any time, which does not affect the lawfulness of the processing carried out on the basis of your consent prior to its withdrawal.