

NOTE

With reference to the change of personal data protection laws and the entrance into force of 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 (General Data Protection Regulation, **GDPR**) on 25 May 2018, **please be informed that:**

1. The Data Controller of your personal data is iSMA CONTROLLI Poland S.A. with registered office in Warsaw (postcode 02-134), at 1 Sierpnia 6 Street (hereinafter referred to as the "Data Controller").
2. We process your personal data based on Article 6(1)(b) of GDPR for the purpose of executing an employment contract and based on Article 6(1)(c) of GDPR for the purpose of performing legal obligations relating to the employment, while the legal basis for processing the data are:
 - a. The Labour Code Act of 16 June 1974 (Journal of Laws 1974.24.141, as amended);
 - b. The Social Insurance System Act of 13 October 1998 (Journal of Laws 1998.137.887, as amended);
 - c. The Personal Income Tax Act of 26 July 1991 (Journal of Laws 1991.80.350, as amended);
3. The personal data we process include name, surname, telephone number, address of current/permanent residence, PESEL number, ID card number, parents' names and surnames, children's names and surnames, and other data you have provided.
4. Your personal data may be handed over to:
 - a) Providers of services, especially IT or legal services, who are required to comply with the personal data protection laws;
 - b) Our employees in relation to the performance of their work duties;
 - c) Other entities or state authorities, provided that the disclosure of your personal data is required by law.
5. Your personal data may be transferred to the United States of America in relation to the IT services provided for the Data Controller based on the decision of the European Commission specifying the proper data protection level, as set forth in Article 45(1) of GDPR, and to other countries as required by the processing purpose.
6. You have the right to obtain, based on a written request, a copy of the personal data transferred to third countries and information on what measures have been taken to secure the data.
7. Your personal data will be kept for the period of employment, and then for the period specified by the provisions of labor law and other specific provisions, including the accounting act, tax law, social insurance.

The period for which your personal data will be stored for purposes related to the conclusion and implementation of the employment relationship is 50 years for employees employed until 31/12/2018 and 10 years for employees employed from 01/01/2019, counting from the end of the year in which the employment relationship has been terminated or has expired (unless detailed provisions provide otherwise).

iSMA CONTROLLI Poland S.A.

1 Sierpnia 6, 02-134 Warsaw, Poland

REGON 360592757, Tax ID PL5252607299, NCR 0000809012, Share capital: 100 000 PLN

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8. You have the right to access your personal data, have them rectified, removed or have their processing restricted, and object to their processing or transferring.
9. If you have any doubts with regard to the processing of your personal data, you can always turn to the Data Controller for information.
10. You have the right to lodge a complaint with a supervisory body – the President of the Office for Personal Data Protection.
11. Any requests, questions, and demands related to the processing of personal data can be sent by mail or email to the addresses of the Data Controller provided in Section 1.
12. Your data will not be processed as part of the automated decision-making process, including profiling.
13. You provide your personal data voluntarily, although this is necessary to execute a contract as required by law. A failure to provide personal data means that it is impossible to execute an employment contract or perform it properly.

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iSMA CONTROLLI Poland S.A. processes personal data in compliance with the law, including the General Data Protection Regulation (GDPR) in force since 25 May 2018. Information on the protection of personal data processed by iSMA CONTROLLI Poland S.A. including information on your rights can be found at www.ismacontrolli.com in the "Privacy Policy" tab.