

## INFORMATION ON THE PROCESSING OF PERSONAL DATA BY RITS PROFESSIONAL SERVICES SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ

### 1. Who is the controller of personal data and how to contact them?

The controller of your data is **RITS Professional Services Sp. z o.o.** with its registered office in Warsaw, ul. Wołoska 9, 02-583 Warsaw, KRS: 0000928715 ("RITS", "Controller", "us"). RITS can be contacted on personal data protection matters through the Data Protection Officer at the above address and by e-mail: [rodo@rits.center](mailto:rodo@rits.center).

### 2. For what purpose and on what legal basis do we process data?

We may process your data for the following purposes:

- to carry out the recruitment process for the position you are applying for, for the period necessary to carry out the recruitment process and select the successful candidate - on the basis of the Labour Code (Article 6(1)(c) of the GDPR), and in the remaining scope on the basis of the consent you express by sending your CV with your personal data (Article 6(1)(a) of the GDPR). The provision of personal data is voluntary, but failure to do so may make it difficult or impossible for us to assess your application. If you provide additional information in your application, by sending it to us you agree that we may process the personal data disclosed to us for this specific purpose. The consent so given is in accordance with Article 6(1)(a) of the GDPR in conjunction with Article 4(11) of the GDPR;
- to carry out future recruitment processes, if you give your separate, voluntary consent to the processing of your personal data for these purposes. Consent is voluntary and may be revoked at any time without giving reasons. If you withdraw your consent, we shall be obliged to delete your data from the moment we receive your withdrawal of consent
- the basis for processing your personal data shall be consent, in accordance with Article 6(1)(a) of the GDPR.

### 3. To which entities do we transfer your data?

We may share your personal data with entities with equity or personal links with RITS to the minimum extent necessary for our recruitment purposes. We may also outsource or share your personal data with other subcontractors of the Controller to the extent necessary to pursue such purposes.

As a rule, your personal data shall not be transferred outside the European Economic Area. In exceptional cases, should such a data transfer occur, RITS shall comply with the data security mechanisms and principles set out in Articles 44 to 49 of the GDPR.

You can obtain detailed information in this regard by contacting us.

### 4. How long do we process personal data?

Your personal data obtained for recruitment purposes shall be processed in principle until the end of the recruitment process. A longer processing period shall occur if a relationship is established with you or if you consent to the processing of your personal data for future recruitment purposes.

### 5. What are your rights?

To the extent and under the principles of the GDPR, you have the following rights:

- the right to access personal data (Article 15 of the GDPR);
- the right to rectify or supplement personal data (Article 16 of the GDPR);
- the right to request the erasure of personal data (Article 17 of the GDPR);
- the right to request the restriction of the processing of personal data (Article 18 of the GDPR);
- right to data portability (Article 20 of the GDPR);
- the right to object to the processing of your data (Article 21 of the GDPR).

If you wish to exercise your rights, please contact the Administrator.

RITS shall not make automated decisions based on your data within the meaning of Article 22 of the GDPR.

We inform you that you have the right to lodge a complaint to the supervisory authority - the President of the Personal Data Protection Office.