

## INFORMATION CLAUSE

### (individuals - candidates for work at Respect Energy Holding S.A.)

Pursuant to Art. 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 of 27 April 2016 (OJ EU. L 119 of 04/05/2016), hereinafter referred to as the "Regulation", we inform you as follows:

#### **Data of the Data Controller**

The Data Controller of your personal data is Respect Energy Holding S.A. based in Warsaw at ul. Bonifraterska 17, 00-203 Warsaw (hereinafter referred to as the "The Data Controller", "The Controller").

Contact with the Data Controller is possible via:

- correspondence address: ul. Bonifraterska 17, 00-203 Warsaw,
- email address: (pbi@respect.energy),

The Controller is responsible for the security of the provided personal data and their processing in accordance with the law.

#### **How we obtained it and what data we process:**

Your data was obtained in connection with the recruitment:

- directly from you,
- from other natural persons, including those known to you and recommending employment to you,
- from the HR Office at Respect Energy Holding S.A. (Processor) carrying out recruitment processes on our behalf and for our benefit.

The will process the following personal data to the extent necessary to carry out recruitment processes, including concluding a contract, i.e.:

The personal data necessary to conclude a contract and fulfill legal obligations are:

- name(s), surname, date of birth, contact details provided by me as a recruitment participant and, if necessary to perform work in a specific position, information about education, professional qualifications and previous employment history (made available at the recruitment stage),
- name(s), surname, residential address, correspondence address, PESEL number, NIP number, information on the tax office and the branch of the National Health

Fund (NFZ), bank account number (at the stage of employment based on an employment contract or concluding a civil law contract ).

During the recruitment process, the Controller may process data other than necessary to conclude the contract (e.g. photos, information about marital status, interests, etc.) if this data is voluntarily provided by you as a recruitment participant (Article 6(1)(a) a GDPR, Article 9(2)(a) of the GDPR - consent).

Providing the data contained in the recruitment documents is not obligatory, but it is a condition for applying for employment.

### **What are the purposes and basis of processing?**

We will use your personal data only for the purpose of conducting a specific recruitment procedure.

With your consent, the personal data provided may also be processed in other recruitment proceedings.

The legal bases for processing are:

- implementation of the Controller's legal obligations related to recruitment, in particular resulting from the provisions of the Labor Code or the provisions of the Civil Code (Article 6(1)(c) of the GDPR - legal obligation),
- pursuing or defending against any related claims

with recruitment or in connection with the need to demonstrate specific facts that are of significant importance to the Controller in this respect (Article 6(1)(f) of the GDPR - legitimate interest); the deadlines for pursuing claims arising from the contract are specified in detail in the Civil Code.

### **How long will we process your data?**

The personal data provided to us in the recruitment processes will be processed for the period necessary to achieve the purposes described above, i.e. for the period:

- until the consent to the processing of personal data is effectively withdrawn (in the manner chosen by the person: in writing, by e-mail),
- duration of recruitment, no longer than 3 (three) months from the publication of the recruitment announcement,
- 24 (twenty-four) months in connection with other recruitment processes, based on a separate consent to the processing of personal data,
- limitation of claims,
- until an objection effective is filed.

### **Who do we transfer your personal data to?**

While maintaining all data security guarantees, the recipients of your personal data in the recruitment process are RESPECT ENERGY Holding S.A., as well as other companies of the Respect Energy Group that reported recruitment needs in the scope of your competences, including:

- RESPECT ENERGY Fuels Sp. z o. o. based in Warsaw,
- RESPECT ENERGY SolarWind Sp. z o. o. based in Poznań,
- RESPECT ENERGY IT SOLUTIONS Sp. z o. o. based in Warsaw,
- RESPECT ENERGY TOWAROWY DOM MAKLERSKI Sp. z o. o. based in Warsaw,
- RESPECT ENERGY Fleet Sp. z o. o. based in Warsaw,
- RESPECT ENERGY Development Sp. z o. o. based in Warsaw,
- RESPECT ENERGY Environmental Commodities Sp. z o. o. based in Warsaw,
- RESPECT ENERGY Poweric Sp. z o. o. based in Warsaw,
- RESPECT ENERGY GmbH. based in Hamburg,
- RESPECT ENERGY Carbon Solution Ltd. based in Amsterdam,
- other companies of the Respect Energy Group.

### **Will personal data be transferred outside the (EEA)?**

Your personal data will not be transferred to recipients located in countries outside the European Economic Area.

If the implementation of the objectives of the Agreement requires the transfer of data outside the EEA, this will be carried out only to the extent provided for by law, and you will be informed separately about it.

### **What rights do you have in relation to the processing of personal data?**

In connection with the processing of personal data, you may:

- request access to your personal data, rectification or deletion (submitting a request to delete data is tantamount to resigning from participation in the recruitment process),
- request restriction of processing in the circumstances described in Art. 18 GDPR, however, this request may prevent the Controller from considering your offer in the ongoing recruitment process,
- withdraw consent to the processing of personal data at any time, regardless of the compliance of the processing with applicable regulations, which was carried out on the basis of your consent before its withdrawal, in the same manner in which the consent was granted.

Regardless of the rights listed above, you may object to the processing of your data at any time if the legal basis for the use of data is legitimate interest (Article 6(1)(f) of the GDPR).

### **The right to lodge a complaint**

You have the right to lodge a complaint with the supervisory authority regarding the processing of personal data - the President of the Office for Personal Data Protection (Office of the Office for Personal Data Protection; ul. Stawki 2; 00-193 Warsaw) In order to exercise the above rights, excluding the right to complain to the supervisory authority, please contact the Controller. Contact details are provided above in this clause.

**Information about automated decision making, including profiling**

The Data Controller does not make decisions in an automated manner, based solely on automated processing of personal data, including profiling, therefore your personal data will not be processed in an automated manner and will not be subject to profiling. If your data will be used to make decisions based on the processing of personal data in an automated manner, you will be notified separately.