

## INFORMATION OBLIGATION

### EMPLOYEES OF TH

#### Controller

The controller of your personal data is TenderHut Spółka Akcyjna with its registered office in Białystok, at ul. Sienkiewicza 110, 15-005 Białystok, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court in Białystok, XII Commercial Division of the National Court Register, under the number: 0000355489, NIP : 5423161397, REGON: 20034630100000, hereinafter referred to as "TenderHut" or "Controller".

#### Joint Controllers

The Controller jointly controls personal data with entities belonging to the technological capital group TenderHut, which includes: TenderHut, SoftwareHut, ProtectHut, ExtraHut, LegalHut, Solution4Labs, Grow Uperion, Zonifero, Holo4Labs, Holo4Med, Evertop. Information about the TenderHut capital group is available at: <https://tenderhut.com/>. The key provisions of the agreement concluded between the Joint Controllers are available upon your request to [iod@tenderhut.com](mailto:iod@tenderhut.com) and at <https://tenderhut.com/> in the Personal Data Protection tab in the TenderHut capital group.

#### Data Protection Officer

Regarding the protection of your personal data, you can contact the Data Protection Officer designated by the Controller at the following e-mail address: [iod@tenderhut.com](mailto:iod@tenderhut.com). Information on data processing is also available at <https://tenderhut.com/> in the Personal Data Protection tab in the TenderHut capital group.

#### Purposes and legal grounds for processing

Your personal data is processed for purposes related to your employment, including:

1. Conclusion and implementation of an employment contract concluded with you and the performance by the Controller of the legal obligations incumbent on him in connection with your employment. The obligations referred to, inter alia, organization of preliminary and periodic medical examinations, payment of remuneration for the work performed, tax settlements, registration of employees for social and health insurance, keeping employee files, ensuring safe and hygienic working conditions. The basis for the processing of your data are in this case: art. 6 sec. 1 letter b) and c) GDPR, art. 9 sec. 2 letter b) GDPR, as well as the provisions of national laws, e.g. the Labor Code, the Act on pensions and disability pensions from the Social Insurance Fund, or the Act on the social insurance system;
2. The possibility for the Controller to use the personal data voluntarily provided to him by you, the provision of which does not result from the concluded employment contract or legal provisions. These data may, in particular, include your image, private telephone number / e-mail address and other data that you voluntarily provide to the Controller. In this case, the basis for processing is your consent (Article 6 sec. 1 letter a) of the GDPR);
3. Implementation of the legitimate interests of the Controller, including:

- 1) ensuring the safety of employees and protection of property through the use of a video monitoring system on the premises of the workplace,
- 2) the possibility of making your business contact details available to the Controller's clients/ contractors, organizing training courses, business trips, integration meetings, etc.,
- 3) ensuring business continuity after the termination of cooperation with an employee who has so far performed tasks for the Controller,
- 4) pursuing claims or defending against claims, including court proceedings based on the provisions of the Civil Code, the Penal Code, the Labor Code or other relevant legal regulations.

The legal basis for processing in such cases is Art. 6 sec. 1 letter f) GDPR.

## **Data recipients**

The recipients of personal data may be authorized employees of the Controller, Joint Controllers and other persons acting under the authority of the Controller, courts and other public authorities authorized to receive your data on the basis of relevant legal provisions. The data may be made available to entities with which the Controller has concluded a Processing Agreement or otherwise legalized the processing of your data.

## **Data storage period**

Your personal data will be kept for the time necessary to achieve the purposes for which they are processed:

1. In the case of data processed for the purposes set out in the Purposes and legal grounds for processing sec. 1.above - for the period of your employment, and after its termination for the period required by law on the storage of employee documentation;
2. In the case of data processed for the purpose specified in the Purposes and legal grounds for processing sec. 2.above - until the consent to the processing of data based on this basis is withdrawn or until your employment ends;
3. In the case of data processed for the purposes set out in the Purposes and legal grounds for processing:
  - 1) sec. 3 point 1) above Section - for a period of 1 month from the date of obtaining the recording, unless the image recordings on which the image has been recorded constitute evidence in legal proceedings or the Controller has learned that they may constitute evidence in the proceedings. In such a case, the time limit specified in the preceding sentence shall be extended until the final completion of such proceedings;
  - 2) sec. 3 point 2) above Section - for the period necessary to achieve the goals indicated therein, no longer than for the duration of your employment;
  - 3) sec. 3 point 3) above Section - for the period necessary for another employee to take over the current duties, but not longer than 3 months after the termination of your employment;
  - 4) sec. 3 point 4) above Section - for 3 years from the termination of cooperation, and in the case of pending proceedings, for the duration of such proceedings until their final termination or until the claims under the contract are time-barred.

## **Data processing rights**

You have the following rights: a) access your data and receive a copy of it; b) rectify (correct) your personal data; c) restrictions on the processing of personal data; d) deletion of personal data; e) object to processing (in the case of processing based on Article 6 sec. 1 letter f) of the GDPR); f) file a complaint to the President of the Personal Data Protection Office, if it is found that the processing of personal data violates the provisions of the GDPR; g) withdraw consent to data processing at any time (in the case of processing based on Article 6 sec. 1 letter a) of the GDPR). However, the withdrawal does not affect the lawfulness of the processing that was carried out before the consent was withdrawn.

## **Requirement to provide data**

Providing data processed for the purposes indicated in sec. 1 of the Purposes and legal grounds for processing section is a condition for the conclusion and performance of an employment contract and results from legal provisions. It is mandatory in this respect. The consequence of not providing data in the required scope will be the inability to perform the contract, e.g. its correct settlement.

## **Data transfer to a third country**

Your personal data will not be transferred to a third country or an international organization.

## **Automated decision making**

Your personal data will not be used for automated decision making, including profiling, in relation to your person.