

## DATA PROTECTION INFORMATION

1. **The data controller** of your personal data is **Brillance sp. z o. o.** with its registered office in Krakow, ul. Królowej Jadwigi 167B, 30-212 Krakow (Poland), registered in the National Court Register maintained by the District Court for Krakow-Śródmieście in Krakow, Commercial Division XI of the National Court Register under KRS number: 0000193560, Tax ID: 6772225251, Statistical ID: 356802784, share capital: PLN 50,000.00, email: [privacy@brillance.pl](mailto:privacy@brillance.pl) (hereinafter referred to as the "**Controller**").
2. Your personal data will be processed for the purpose of conducting the recruitment process based on the following **legal grounds**:
  - a) in case of cooperation based on an **employment contract**:
    - regarding personal data specified in art. 22(1) § 1 of the Labor Code, i.e.: name, date of birth, contact details, education, professional qualifications, and employment history, the legal basis for processing your personal data is the fulfillment of a legal obligation incumbent on the controller (Art. 6(1)(c) GDPR in conjunction with Art. 22(1) § 1 of the Labor Code);
    - regarding other personal data not specified in art. 22(1) § 1 of the Labor Code, i.e.: data contained in CVs, data contained in portfolios, and your image – the legal basis for processing personal data is your consent to the processing of such data (Art. 6(1)(a) GDPR);
  - b) in case of cooperation based on a **services agreement**:
    - regarding personal data necessary for preparing a contract project, i.e.: name, address for correspondence, contact details, PESEL/NIP number – the legal basis for processing your personal data is the necessity for the controller to take specific actions prior to entering into a contract (Art. 6(1)(b) GDPR);
    - regarding other personal data not mentioned above, i.e.: education, professional qualifications, employment history, data contained in CVs, data contained in portfolios, and your image - the legal basis for processing personal data is your consent to the processing of such data (Art. 6(1)(a) GDPR).
  - c) if you additionally wish to participate in **future recruitment processes** conducted by the Controller and provide your additional (optional) consent to this, all your personal data (regardless of type) will be processed based on your consent to the processing of such data (Art. 6(1)(a) GDPR);
  - d) regardless of the aforementioned purposes and legal grounds for processing personal data, your personal data will also be processed by the Controller to the necessary extent after the recruitment process is completed or after revoking consent for future recruitment processes for archival purposes and for defense, establishment, or pursuit of claims – in this regard, your personal data will be processed based on the legitimate interest of the Controller (Art. 6(1)(f) GDPR).
3. **Recipients of personal data.** Please be informed that your personal data may be disclosed to employees and subcontractors of the Controller, as well as to third parties cooperating with the Controller based on separate agreements, with whom the Controller has additionally concluded a data processing agreement.

For detailed identification and contact information of the entities mentioned in Subsection b), please contact us at the email address provided in Section 1. The Controller represents that all entities entrusted with your personal data guarantee the application of appropriate measures to protect such data in accordance with applicable law.

4. **Data retention period.** Please be informed that your personal data will be processed until the completion of the current recruitment process, and in case you provide additional (optional) consent to participate in future recruitment processes conducted by the Controller, your personal data will be processed until you withdraw your consent, but no longer than for a period of 10 years. After the completion of the current recruitment process, if you have not provided additional (optional) consent to participate in future recruitment processes conducted by the Controller, your personal data will be processed solely for archival purposes and for defense of claims for the period appropriate for the expiration of claims, but not longer than for a period of 6 years.

5. In connection with the processing of your personal data, you have **the right to:**
- a) **access your personal data**, i.e., obtain information from the Controller about the types of personal data being processed, the purpose of processing, the legal basis, and the processing period of such processing; this right also includes your right to receive a copy of your personal data;
  - b) **rectify or update your personal data**, i.e., request correction or supplementation of your personal data if they contain errors or have changed;
  - c) **erase your personal data**, also known as the "right to be forgotten"; this applies to situations where personal data processed by the Controller are incomplete, outdated, inaccurate, or have been collected in violation of legal provisions or are no longer necessary for the purpose for which they were originally collected; this right may be limited in cases and under conditions specified in the GDPR;
  - d) **restrict the processing of your personal data**, if you dispute the accuracy of the collected personal data, processing is unlawful, or if, in your opinion, the collected personal data are no longer needed;
  - e) **object to the processing of your personal data**, subject to the rules and limitations set out in the GDPR, you have the right to object to the processing of your personal data;
  - f) **data portability**, in a commonly used electronic format, subject to the rules and limitations set out in the GDPR;
  - g) **withdraw your consent to the processing of personal data at any time**, which, however, will not affect the lawfulness of processing carried out based on consent before its withdrawal.
6. If you wish to exercise any of the above-described rights, please contact the Controller at the email address indicated in Section 1.
7. You also have the right to **lodge a complaint with the supervisory authority**, which in Poland is the President of the Office for Personal Data Protection (address: ul. Stawki 2, 00-193 Warsaw), if you believe that the processing of your personal data by the Controller violates your rights. More information on how to lodge a complaint can be found on the supervisory authority's website: <https://uodo.gov.pl>.
8. **Necessity of providing data and consequences of failure to provide it:**
- a) in case of cooperation based on an **employment contract** – the Controller has the right to request personal data specified in art. 22(1) § 1 of the Labor Code, as they are necessary for conducting the recruitment process; failure to provide this data will result in the inability to participate in the recruitment process; in case of personal data other than those specified in art. 22(1) § 1 of the Labor Code, their provision is not required by law, however, providing this data is necessary for the Controller to conduct the recruitment process;
  - b) in case of cooperation based on a **services agreement** – providing your personal data is not required by law, and therefore, is entirely voluntary, however, it is necessary for the Controller to conduct the recruitment process; therefore, failure to provide this data will result in the inability to participate in the recruitment process.
9. Please be informed that your personal data will not be transferred to a third country outside the European Union or to an international organization within the meaning of the GDPR provisions. Your personal data will also not be used for automated decision-making, including profiling.
10. More information about the processing of your personal data by the Controller can be found in the **Privacy Policy** available on the website: [www.brilliance.pl](http://www.brilliance.pl).

I have read the content of this form and **hereby consent** to the processing of the personal data provided by me on the terms set out in the information form:

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date

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signature