

Due to the EU regulation pertaining to the protection of personal data (also known as GDPR), we have taken several steps to adapt our internal procedures to the requirements of this law.

We are providing you with information below that will help you to understand the principles of data protection in our organization. Under Art. 13 sec. 1 of the Regulation of the European Parliament and the Council (EU) No. 2016/679 of 27/04/2016 (GDPR), we would like to inform you that:

1. Automaze Sp. is the administrator of Users' Personal Data, provided in relation to their use of our websites, in particular in connection with hiring, training, sending marketing materials, and using other services available on its websites, the company is headquartered in Lublewo Gdańskie 83-050, at ul. Konwaliowa 7
2. For any questions regarding the method and scope of processing your personal data and the scope of your rights, you may directly contact: [info@automaze.pl](mailto:info@automaze.pl)
3. Automaze processes Personal Data for various purposes for which it needs a specific scope of Personal Data from the User, and each purpose of processing has its legal basis resulting from the provisions of the GDPR and sectoral regulations that contain regulations regarding the protection of Personal Data:

Purpose of processing personal data	Legal basis for processing personal data	Scope of processed personal data
Conducting recruitment for the needs of Automaze	Art. 6 sec. 1 point a GDPR - consent to the processing of personal data Article 22 <sup>1</sup> § 1 of the Labor Code	Full name Email address Phone number Date of birth Information about education Information about work experience, employment history Information about completed courses, training. Other information contained in the application documents (CV, cover letter) References from previous employers
Conducting recruitment for projects carried out for Automaze customers	Art. 6 sec. 1 point a GDPR - consent to the processing of personal data Article 22 <sup>1</sup> § 1 of the Labor Code Article 6 (1) (a) f GDPR - legitimate interest of Automaze as the administrator of personal data	Full name Email address Phone number Date of birth information about education Information about work experience, employment history Information about completed courses, trainings Other information contained in the application documents (CV, cover letter) References from previous employers
Sending answers to Users, to the e-mail addresses or telephone numbers provided by them, to previous inquiries sent via the contact form, as well as to contact the Users and answer their previously sent messages and inquiries.	Article 6 (1) (a) f GDPR - legitimate interest of Automaze as the Administrator of personal data	Full name Email address Phone number Company name Data contained in the content of the inquiry

Purpose of processing personal data	Legal basis for processing personal data	Scope of processed personal data
Sending marketing and promotional information about products and services.	Art. 6 sec. 1 point a GDPR - consent to the processing of personal data Art. 10 sec. 2 of the Act on the provision of services via electronic means	Name and surname (if the e-mail address consists of first name and surname) Email address
Pursuing and defending rights in the event of mutual claims.	Article 6 (1) (a) f GDPR - legitimate interest of Automaze as the Administrator of personal data	Full name Email address Phone number Other data necessary in the process of asserting rights
Contacting customers' and suppliers' representatives to coordinate activities under the contracts. Conducting negotiations, and discussions with potential suppliers / customers. Concluding contracts	Article 6 (1) f GDPR - legitimate interest of Automaze as the Administrator of personal data	Full name Work e-mail address Work phone number Job position Entity name PESEL number (applies only to persons entered in the National Court Register)

4. Providing personal data is voluntary, however, refusal to provide them may result in the refusal to conclude a contract or the inability to contact.
5. You can ask us to access your data, rectify it, transfer it, delete it, limit processing, as well as to object to its further processing at any time.
6. The personal data that you entrust to us are stored in our database of contractors. It is properly secured so that it cannot fall into the wrong hands or be lost. We will process the personal data contained therein until the purpose of the processing ceases to exist, i.e. until the end of cooperation or the recruitment process, and then we will archive them for 6 years. In the case of contact details, after the purpose of their processing has expired, they will be archived for 1 year for possible future use.
7. Personal data will only be disclosed to entities authorized to obtain them in connection with the performance of the contract, as well as consultants who carry the status of a processor.
8. We will not transfer your personal data to third parties, unless it is necessary for the performance of the contract.
9. Your personal data is not and will not be subject to the process of automated decision – making, including profiling.
10. We would also like to inform you that if your personal data is processed contrary to the GDPR Regulation, you have the right to complain to the President of the Personal Data Protection Office, based in Warsaw (00-923) at ul. Stawki 2.