



## PRIVACY POLICY

RA Personel Polska Work sp. z o.o.

### §1. General Information

This Privacy Policy sets out the principles governing the processing of personal data by RA Personel Polska Work sp. z o.o. in accordance with:

- Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation – GDPR),
- the Polish Personal Data Protection Act of 10 May 2018,
- applicable labour law provisions,
- applicable tax and accounting regulations.

The Controller has implemented appropriate technical and organisational measures to ensure a level of data protection appropriate to the risk associated with the processing.

### §2. Data Controller

The controller of personal data is:

RA Personel Polska Work sp. z o.o.  
ul. Węgierska 13  
38-350 Bobowa  
Poland

Tax Identification Number (NIP): 7382180564  
REGON: 544088083  
KRS: 0001225696

E-mail: [office@ra-work.pl](mailto:office@ra-work.pl) / [m.debosz@ra-work.pl](mailto:m.debosz@ra-work.pl)

The Controller determines the purposes and means of the processing of personal data.

### §3. Categories of Personal Data

The Controller may process, in particular, the following categories of personal data:

- identification data (first name, last name),
- contact details (email address, telephone number),
- data contained in CVs and application documents,
- information regarding education and professional experience,

- data required under labour law regulations,
- accounting and billing data,
- technical data (IP address, browser data).

Special categories of personal data within the meaning of Article 9 GDPR are not processed unless voluntarily provided by the candidate and necessary for compliance with labour law obligations.

#### **§4. Purposes and Legal Bases for Processing**

Personal data are processed for the following purposes:

1. Conducting recruitment processes  
– Article 6(1)(b) GDPR
2. Compliance with legal obligations, including labour law  
– Article 6(1)(c) GDPR
3. Conclusion and performance of contracts  
– Article 6(1)(b) GDPR
4. Pursuing the legitimate interests of the Controller  
– Article 6(1)(f) GDPR
5. Future recruitment processes (based on consent)  
– Article 6(1)(a) GDPR

Where processing is based on consent, such consent may be withdrawn at any time without affecting the lawfulness of processing carried out prior to withdrawal.

#### **§5. Obligation to Provide Data**

Providing personal data is:

- mandatory to the extent required by labour law or other legal provisions,
- voluntary in all other cases.

Failure to provide legally required data may prevent participation in the recruitment process or the conclusion of a contract.

#### **§6. Recipients of Data**

Personal data may be disclosed to:

- employers for whom recruitment processes are conducted,

- partners cooperating in HR and recruitment services,
- IT system and hosting providers,
- accounting firms and legal advisors,
- public authorities where required by law.

Appropriate data processing agreements are concluded with all entities processing personal data on behalf of the Controller in accordance with Article 28 GDPR.

## **§7. Transfers Outside the EEA**

Personal data are not transferred outside the European Economic Area (EEA).

Should such transfer become necessary, it will be carried out exclusively in compliance with Chapter V GDPR and subject to appropriate safeguards.

## **§8. Data Retention Period**

Personal data are retained for:

- the duration of the recruitment process,
- up to 12 months after its completion,
- up to 24 months where consent for future recruitment has been granted,
- up to 7 years in relation to accounting documentation,
- the period required by statutory limitation periods.

## **§9. Rights of Data Subjects**

Data subjects have the right to:

- access their personal data,
- rectify inaccurate data,
- request erasure,
- request restriction of processing,
- object to processing,
- data portability,
- withdraw consent at any time,
- lodge a complaint with a supervisory authority.

Supervisory authority in Poland:  
President of the Personal Data Protection Office (UODO)  
ul. Stawki 2  
00-193 Warsaw  
Poland

### **§10. Automated Decision-Making**

The Controller does not engage in automated decision-making or profiling within the meaning of Article 22 GDPR.

### **§11. Data Security**

The Controller applies appropriate technical and organisational measures, including in particular:

- securing IT systems,
- access control mechanisms,
- encryption of data transmission (SSL),
- authorised access to personal data,
- regular security reviews.

### **§12. Cookies**

The website may use cookies in order to:

- ensure proper functioning of the website,
- enhance security,
- conduct statistical analyses.

Users may manage cookie settings through their browser configuration.

### **§13. Data Minimisation Principle**

The Controller processes personal data that are adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed, in accordance with Article 5(1)(c) GDPR.

Measures are taken to ensure that personal data are accurate and, where necessary, kept up to date. Data that are no longer necessary or inaccurate are deleted or anonymised without undue delay.