

# Electra M&E Poland

<https://electra.co.pl/en/privacy-policy/198,Privacy-policy.html>  
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## Privacy policy

PERSONAL DATA PROTECTION AND INFORMATION ON THE PROCESSING OF PERSONAL DATA BY ELECTRA M&E POLSKA SP. Z O.O. IN WARSAW (IN ACCORDANCE WITH ART. 13 AND 14 OF REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 27 APRIL 2016 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/EC (GENERAL DATA PROTECTION REGULATION - HEREINAFTER: "GDPR").

The ADMINISTRATOR of personal data is ELECTRA M&E POLSKA sp. z o.o. in Warsaw (hereinafter: "Administrator" or "Electra"). The Administrator is responsible for using personal data in a safe manner, in accordance with applicable regulations, including GDPR.

CONTACT DETAILS OF THE ADMINISTRATOR: Electra M&E Polska Sp. z o.o. in Warsaw, Al. Jerozolimskie 134, 02-305 Warsaw, tel. 22 - 210 37 10, e-mail: [office@electra.co.pl](mailto:office@electra.co.pl)

### METHOD AND SCOPE OF DATA PROCESSING BY THE ADMINISTRATOR<sup>2</sup>

Data is processed in the following cases:

if you have provided the Administrator with your data in person or via various communication channels (submitting an application, filling out a form, sending an inquiry, sending an offer, sending a CV, etc.);

as part of cooperation during the signing or implementation of the contract;

if the Administrator has obtained your data from other sources (e.g. from a contractor, cooperating entity, employment agency, etc.);

by saving so-called cookies in end devices.

Data is collected for specific and legally justified purposes, processed in accordance with the law, in a manner that ensures data security, including protection against unauthorized or unlawful processing and accidental loss, destruction or damage, using appropriate technical or organizational measures, and stored for no longer than is necessary for the purposes for which the data is processed.

### Data processed in connection with commercial and economic contacts

Electra processes the data of commercial and economic partners, their employees and persons acting on their behalf, as well as other persons establishing contact with Electra via means of remote communication. In connection with this, Electra may process identification data, contact details, data regarding job position and professional qualifications and other data provided to Electra in connection with maintaining or establishing commercial or economic contacts. Data is obtained directly from the data subjects or from publicly available sources.

Electra uses the data in question for the purpose of:

establishing cooperation, answering questions and conducting further correspondence, marketing activities regarding information and services provided by Electra, sending offers in response to inquiries - for the time necessary to conclude potential contracts or for the period necessary to answer questions and conduct correspondence (legal basis: art. 6 sec. 1 letter f of the GDPR);

creating summaries, analyses and statistics for Electra's internal needs, which in particular includes reporting, creating analyses, summaries - no longer than for a period of 5 years from the acquisition of the Data (legal basis: art. 6 sec. 1 letter f of the GDPR);

Providing the above data is not a statutory or contractual requirement, but they are necessary in order to answer questions or conduct further correspondence.

We transfer the data in this respect to: entities providing us with advisory, consulting, auditing services, legal, tax, accounting, HR assistance, entities supporting Electra in the organization of work, IT services, marketing; companies from the Electra group, other data controllers processing data on their own behalf: entities conducting postal or courier activities; entities cooperating with us in handling accounting, tax and legal matters - to the extent that they become data controllers.

Data processed in connection with the conclusion and performance of contracts and orders

Electra processes the data provided above, if it is necessary for the conclusion and performance of the contract. The above data are used for the purpose of concluding and performing the contract between us - for the duration of the contract and settlements after its termination (legal basis: art. 6 sec. 1 letters b and c of the GDPR), performance of legal obligations incumbent on Electra, e.g. issuing and storing accounting documents, conducting financial reporting, including records of revenues, expenses, liabilities, making accounting entries, settling payments - for the duration of the performance of obligations (legal basis: art. 6 sec. 1 letter c of the GDPR); for the period during which the regulations require Electra to store the data, e.g. accounting regulations, tax regulations, personnel regulations (legal basis: Article 6 paragraph 1 letter c of the GDPR) or for the period during which Electra may suffer legal consequences of failure to fulfil the obligation, e.g. receive a financial penalty from state offices (legal basis: Article 6 paragraph 1 letter f of the GDPR); detecting and preventing abuse - for the duration of the contract (legal basis: Article 6 paragraph 1 letter b of the GDPR), and then for the period after which claims arising from the contract become time-barred, and in the event of Electra pursuing claims or notifying the competent authorities - for the duration of such proceedings (legal basis: Article 6 paragraph 1 letter f of the GDPR); creating reports, analyses and statistics for our internal needs, which in particular includes reporting, creating analyses and reports - for the duration of the contract and then no longer than the period after which claims arising from the contract become time-barred (legal basis: Article 6, paragraph 1, letter f of the GDPR); establishing, defending and pursuing claims, which includes, among others, selling our receivables from the contract to another entity - for the period after which claims arising from the contract become time-barred (legal basis: Article 6, paragraph 1, letter f of the GDPR).

To conclude the contract, Electra requires the provision of data necessary to draw up the contract (if the data is not provided, the contract will not be concluded). Additionally, Electra may ask for optional data that does not affect the conclusion of the contract, but is necessary, e.g. for a specific form of contact (e.g. contact number, e-mail address). Providing data is not a statutory requirement, but without them, it will not be possible to conclude the contract.

Data obtained in connection with the conclusion and performance of agreements are transferred to: entities providing us with advisory, consulting, auditing services, legal, tax, accounting, HR assistance; Electra's business partners, e.g. investors, general contractors, subcontractors, contractors supporting Electra in the organization of work, IT services, marketing; other data

controllers processing data on their own behalf, entities conducting postal or courier activities; entities cooperating with us in handling accounting, tax, legal matters - to the extent that they become the data controller; tax offices, ZUS, other state offices; entities conducting payment activities (banks, payment institutions) - for the purpose of making payments; Electra group companies, entities purchasing receivables - in the event of non-payment to Electra.

#### Data processed in connection with the recruitment process

Electra processes the data of persons applying for employment provided through recruitment channels, including data obtained as part of the application for a given position and collected in the recruitment process. In connection with the recruitment process, Electra may process the following data: Identification data, contact details, education data, data on previous employment and skills, data on qualifications held, data provided to Electra during the recruitment process. We use the above Data for the following purposes: conducting recruitment for the position for which the application was submitted - for the time necessary to conduct recruitment for a given position (legal basis: art. 6 sec. 1 letter c GDPR); only in the case of consent - conducting future recruitments in Electra - for a period of 12 months (legal basis: art. 6 sec. 1 letter a GDPR); placing personal data in the scope indicated in the CV and cover letter in our recruitment database, only in the event of consent - for a period of 12 months (legal basis: art. 6 sec. 1 letter a GDPR); creating summaries, analyses and statistics for our internal needs, which in particular includes reporting, creating analyses, summaries - for a period of 12 months (legal basis: art. 6 sec. 1 letter f GDPR).

Providing Data is voluntary, but necessary to conduct the recruitment process and establish potential cooperation. Failure to provide the information indicated in art. 221§1 of the Labor Code will result in the received application documents of job candidates not being considered by the Data Administrator.

#### Data recipient

Your personal data will be transferred to authorized institutions specified by law and to entities processing data that provide services to the Data Controller and to which this data is entrusted. Your personal data may be transferred to a third country (Israel) or an international organization (Electra capital group) outside the European Economic Area (Israel). In accordance with the Commission Decision of 31 January 2011 pursuant to Directive 95/46/EC of the European Parliament and of the Council on the adequate protection of personal data in the State of Israel with regard to the automated processing of personal data, the State of Israel has been recognized as a country that ensures an adequate level of protection of personal data transferred from the European Union.

#### Rights

At any time, the person whose data is processed for the purposes described in this Privacy Policy may submit to Electra a request concerning personal data to rectify (correct) the data, delete the data processed without justification, limit the processing (suspension of operations on the data or non-delete of the data - according to the submitted application), access to the data (for information on the processed data and a copy of the data), transfer of the data to another data controller (to the extent specified in art. 20 of the GDPR) - to the extent that the basis for their processing is the necessity to perform the contract or your consent, regardless of the rights listed above, you may at any time object to the processing of your data, if our use of your data is not necessary for the performance of the contract, fulfillment of a legal obligation or does not constitute our legitimate interest, we may ask for your consent to certain ways of using your data.

You can withdraw your consent at any time (this will not affect the lawfulness of using your data before withdrawing such consent), you have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the law.

Information about the "cookie" files of the website

Electra is the owner of the website, publicly available at <http://www.electra.co.pl>. The website uses cookies.

Cookies (so-called "cookies") are computer data, in particular text files, which are stored on the end device of the Service User and are intended for using the websites of the Service. "Cookies" usually contain the name of the website from which they originate, the time of their storage on the end device and a unique number.

Cookies are used to remember preferences regarding the display of website content (e.g. language), to adjust the way website content is displayed depending on the end device (computer, smartphone), to create website visit statistics, and to maintain the website user's session (after logging in), thanks to which the user does not have to re-enter their login and password on each website subpage.

Cookies do not contain personal data and are not used to identify users.

Standard settings of web browsers allow the creation of cookies on the user's device. Each Service User has the option to change this setting in order to block the creation of cookies as well as to delete files that have already been created. Detailed information is available in the documentation of the Service User's web browser.

Blocking the possibility of creating cookies by the User may affect the functionality and proper operation of the Service.