

Privacy Policy of ATERIMA Europe Sp. z o.o. sp. k.

I. General

Protecting privacy and personal data is extremely important to us. We make every effort to ensure that the processing of personal data is carried out correctly, in accordance with applicable laws and respecting the rights of those who have provided us with their personal data.

Please read this policy before using our sites, or the services we provide. Trust us, we are your partner!

The controller of your personal data is ATERIMA Europe Sp. z o.o. sp. k. with its registered office in Krakow

(30-644), ul. Puszkarska 7m registered under KRS number 0000850860.

Data Protection Officer contact information email address: daneosobowe@grupaaterima.pl.

If you have any doubts about the privacy policy and the protection of your personal information, you can contact us at any time by sending a message to: daneosobowe@grupaaterima.pl.

II. Personal data processing

When you provide us with your personal data, ATERIMA Europe Sp. z o.o. sp. k., which owns the ATERIMA Group, ATERIMA WORK, ATERIMA MED and ATERIMA HR brands (hereinafter: ATERIMA) becomes their controller.

By filling out a form or simply contacting us, you are providing us with your personal information, and we guarantee that your information will remain confidential.

Thus, if, for example, you have expressed a desire to participate in the recruitment we are conducting, your data shall be used only for this purpose. If, on the other hand, you enter into a contract with us, your data shall be used for the purpose of performing the contract concluded with us.

Personal data is often processed on the basis of consent (e.g., in the case of recruitment). However, there are many more bases for processing, sometimes it may be a contract, sometimes it may be the need to defend or assert a claim, or finally the need to comply with certain legal obligations incumbent on the personal data controller. So consent shall not always be necessary.

We may also process your personal data if the processing is necessary for our legitimate interests or for the interests of third parties, provided that the above does not violate your interests or rights as an individual. Legitimate interests include, for example, managing our relationship with you or your company or organization; improving our services

and solutions or developing relationships with business partners.

When you contact us by phone, form or email, you naturally provide us with your personal information such as your name, contact information and your phone number and email address as the sender of the message, among others. Moreover, you can also include other personal information in the body of the message. In this case, the legal basis for the processing of personal data shall be your consent resulting from the initiation of contact with us. Your personal data provided to us in the course of e-mail contact is processed solely for the purpose of handling your inquiry or registering for our database of job seekers, participating in our training courses, webinars, promotional campaigns and loyalty programs. The contents of the correspondence may be subject to archiving.

Remember that the provision of personal data is always voluntary. Be aware, however, that if you do not provide your data, you shall not be able, for example, to take part in the recruitment conducted by us (having no information about you, we are not able to match you with a suitable offer).

We shall be sharing your personal data with companies affiliated and cooperating

with ATERIMA Europe Sp. z o.o. sp. k. based in Krakow, related and cooperating entities and our trusted partners and contractors in order to present you with job and employment offers.

ATERIMA employees have been duly authorized to process personal data and maintain confidentiality in this regard.

We shall be processing your data such as name, email contact details, phone number, province, among others, and we may also process data such as date of birth, education, professional qualifications, past employment history, image. If you give your consent we will also be able to process sensitive data about your health.

When processing personal data, we strive to ensure that it is properly secured and that unauthorized persons do not have access to it. To this end, we have implemented a number of measures and appointed a Data Protection Officer who shall be in contact with the relevant supervisory authority. We guarantee you the confidentiality of any personal information you provide to us. We ensure that all security and data protection measures required by data protection legislation are taken. Your personal details processed with due care and protected against unauthorized access. The personal data that you directly provide to us shall be processed only in the territory of the European Union (refer to the third-party data collection cookie policy). In the recruitment process, your personal data may be subject to profiling, including automated data processing, and you may exercise your right to object to such processing of your data. We do not transfer data to third countries. However, remember that you should also protect your personal information. Do not share them with others if it is not necessary.

III. What rights do you have?

Remember that you decide to what extent and for what purpose your personal data is processed. ATERIMA takes into account your decisions regarding your personal data.

In connection with our processing of your personal data, you have the following rights:

- the right to to access, rectify, erase or limit the processing of my personal data,
- the right to object to the processing,
- the right to transfer of data,

- the right to withdraw your consent to the processing of personal data for a specific purpose, if you have previously given such consent,
- the right to lodge a complaint with the Supervisory Authority.

If your data is processed on the basis of consent, you can revoke it at any time. Remember, however, that after its withdrawal it shall not be possible for you to use the services offered by us and that the withdrawal of consent shall not affect the legality of data processing before its withdrawal. The same is true in the case of a request addressed to us to delete your personal data. Please note that we will not always be able to delete your personal data right away (e.g., after we terminate our cooperation with you, we must keep it for a period of time as required by law).

We shall process your personal data until you withdraw your consent, if the basis for processing is the consent you gave us, until the purpose for which we process your personal data has been fulfilled, until the current recruitment process is completed, or if you have given your consent for future recruitment processes for a period of 36 months from the moment we obtain your consent or until the expiration of the period resulting from the statute of limitations for claims or other legal provisions.

You can update and change your personal information at any time. In certain cases (e.g., when your data is processed for direct marketing of services provided by the controller), you have the right to object to the processing of your personal data.

You can exercise the above rights by contacting us at: daneosobowe@grupaaterima.pl.

If you believe that your rights regarding personal data have been violated (e.g., the data has found itself in the hands of an unauthorized person) notify us. This will enable us to effectively protect your rights. You are also entitled to file a complaint with the National Supervisory Authority.

IV. Cookies policy

Our website, like almost all other websites, uses cookies, to provide you with the best experience of using the site.

Cookies are small text information stored on your terminal device (e.g. computer, tablet, smartphone), which can be read by our data communications system.

Cookies allow us to:

- ensure the proper functioning of the site,
- improve the speed and security of using the site,
- improve the features available to you on the site,
- use analytical tools,
- use marketing tools,
- display YouTube videos on the pages,
- provide community functions.

We use cookies so that you can use the site in a comfortable way. The following third-party cookies may function within our site:

- Google Analytics
- Google Tag Manager
- Google AdWords
- Google AdSense
- Facebook Custom Audiences
- Facebook, Twitter, LinkedIn, Pinterest

When you visit the site for the first time, you will be shown information about the use of cookies. By accepting and closing this notice, you consent to the use of cookies in accordance with the provisions of this privacy policy. You can always withdraw your consent by deleting cookies and changing the cookie settings in your browser. Note, however, that disabling cookies may cause difficulties in using the site, as well as many other websites that use cookies.

Cookies are computer data, in particular text files, which are stored in the end device of the Service User and are intended for use on the Service website. Cookies usually contain the name of the website from which they come, the duration of their storage on the terminal and a unique number.

What do we use "cookies" for?

Cookies are used for:

- adjust the content of the Website to the user's preferences and optimize the use of the Website,
- in particular, these files allow for the recognition of the Website User's device and appropriately display a website tailored to its individual needs,
- creation of statistics that help to understand how the Users of the Website use the websites, which allows to improve their structure and content.

The Website uses two main types of cookies: session cookies and persistent cookies. "Session" cookies are temporary files that are stored on the User's terminal equipment until they log off, leave the website or turn off the software (web browser). "Persistent" cookies are stored in the User's end device for the time specified in the parameters of the cookies or until they are deleted by the User. Cookies used by partners of the Service operator, including in particular users of the website, are subject to their own privacy policies.

Do cookies contain personal information?

The cookies used on the Website do not store any personal data.

Cookies management:

In many cases, your web browsing software (web browser) allows cookies to be stored on the user's terminal device by default. Users of the Website can change their cookie settings at any

time. These settings may be changed do that to block the automatic handling of cookies in the settings of your browser or to inform about their placement in the Website User's device each time. Detailed information about the possibility and methods of using cookies are available in the settings of the software (web browser).

Mozilla Firefox: <https://support.mozilla.org/pl/kb/ciasteczka>

Internet Explorer: <https://support.microsoft.com/kb/278835/pl>

Google Chrome: <https://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647>

Safari: <http://safari.helpmax.net/pl/ochrona-i-prywatnosc/zarzadzanie-plikami-cookie/>

Opera: <https://help.opera.com/pl/latest/web-preferences/>

Detailed information about the possibility and methods of using cookies are available in the settings of the software (web browser). Limitation of the use of cookies may affect some of the functionalities available on websites of the Website.

We use analytics tools, such as Google Analytics, that collect anonymous information about your visits to the site, such as:

- the subpages you displayed,
- time spent on the site,
- transitions between different subpages.

This involves the use of cookies from Google.

Facebook plugins

Our website contains plug-ins for the social network Facebook, Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA. Facebook plug-ins can be recognized by the Facebook logo or the "Like" button on our page. For an overview of Facebook plug-ins, see <https://developers.facebook.com/docs/plugins/>.

When you visit our site, a direct connection between your browser and the Facebook server is established through the plug-in. This allows Facebook to receive information about the pages we visit from your IP address. If you click on the Facebook "Like" button when you are logged into your Facebook account, you can link the content of our page to your Facebook profile. This allows Facebook to associate visits to our site with your user account. Please note that as the operator of this website, we have no knowledge of the content of the data sent to Facebook or how Facebook uses this data. For more information, see Facebook's privacy policy at <https://de-de.facebook.com/policy.php>.

If you do not want Facebook to associate your visit to our site with your Facebook account, please log out of your Facebook account.

LinkedIn plugin

Our site uses features from the LinkedIn network. The service is provided by LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA.

Every time you access one of our pages containing LinkedIn features, your browser establishes a direct connection to LinkedIn's servers. LinkedIn is informed that you have visited our websites from your IP address. If you use LinkedIn's "Recommend" button and are logged into your LinkedIn account, LinkedIn may associate your visit to our site with your user account.

We would like to emphasize that, as the provider of these pages, we have no knowledge of the content of the data provided or how it is used by LinkedIn.

For more information, see LinkedIn's privacy policy at <https://www.linkedin.com/legal/privacy-policy>.

Google maps

This website uses Google's map service via an API interface. It is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

To use Google Maps, it is necessary to save your IP address. This information is usually sent to a Google server in the US and stored there. The provider of this site has no control over this data transfer.

The use of Google Maps is intended to make our website more attractive and to make it easier to locate the places we indicate on the website. This constitutes a legitimate interest under Article 6 (1) (f) of the GDPR.

For more information on the processing of your data, see Google's data protection declaration at <https://www.google.de/intl/de/policies/privacy/>.

Server logs

Using the site involves sending requests to the server where the site is stored. Each request to the server is recorded in the server logs.

The logs include, among other things, your IP address, the date and time of the server, information about your web browser and the operating system you are using. Logs are saved and stored on the server.

The data recorded in the server logs are not associated with specific individuals using the site and are not used by us to identify you.

Server logs are only auxiliary material for the administration of the site, and their contents shall not be disclosed to anyone except those authorized to administer the server.

V. The role of privacy policies and their amendments

This policy is for informational purposes and does not replace the law. If it is necessary to change the policy, a modified version shall be available on our website. We would be happy to answer any questions you may have. You can find the necessary contact information below:

Data Protection Officer: e-mail: daneosobowe@grupaaterima.pl