

## **INFORMATION OBLIGATION CLAUSE AS PART OF LEAVING YOUR PERSONAL DATA FOR RECRUITMENT PURPOSES AND COOPERATION WITH 4 CX**

### **o Contact with the data Administrator**

The Administrator of your personal data within the meaning of the General Data Protection Regulation is

The data Administrator (hereinafter referred to as the Regulation) is 4 cx limited liability company with its registered office in Wrocław (50-381) at 12/5 Marii Curii - Skłodowskiej Street (hereinafter referred to as the Administrator or 4 cx). Contact with the Administrator is possible via the form placed on the website or by writing to the address of the registered office.

### **o Purposes of personal data processing**

The Administrator processes your data included in the contact form within the framework of your consent for recruitment purposes - including their processing within the current 4 cx recruitment process, as well as other future ones, including those conducted by entities cooperating with 4 cx, and as part of placing the data (along with the attached CV) in the Administrator's database. You may also give your voluntary consent for the data contained in the form and the attached CV to be made available by 4 cx to other entities cooperating with 4 cx - for the purpose of assessing your candidacy and qualifications by these entities as part of potential cooperation opportunity. Under the second consent, each entity cooperating with 4 cx becomes a separate Administrator of your data. The Administrator informs you that your data is processed in the database until you withdraw your consent. These consents also include processing of your contact data in the scope of an e-mail address and telephone number for the purpose of ongoing contact and transfer of cooperation offers by the Administrator in the framework of the recruitment process aimed at starting cooperation with 4 cx, if the candidate fits into the framework of a particular project.

The scope of the data includes your name, surname, date of birth, place of residence (correspondence address), education, previous employment history, telephone number or e-mail address. Data processing is based on your consent and the legitimate interest of the Administrator (Art. 6(1)(a) and (f) of the General Data Protection Regulation hereinafter: „Regulation”).

In addition, the legal basis for personal data processing is the provision of Article 6(1)(b) of the Regulation, i.e. data processing is necessary for the performance of a contract or taking steps prior to entering into a contract (employment or civil law contract), Article 6(1)(c) of the Regulation – data processing is necessary for the fulfilment of an obligation incumbent on the Administrator of the data of an applicant for employment, pursuant to the Labour Code, and Article 6(1)(f) of the Regulation - in pursuit of the Administrator 's legitimate interest, which is to ensure contact with candidates and to defend against claims arising from the employment relationship (if applicable).

### **o Data provision and consent**

The provision of personal data is entirely voluntary and failure to do so may result in inability to participate in recruitment processes conducted by 4 cx. Consent is also voluntary, but necessary to enable further contact from the Administrator to analyse the candidate and present potential proposals for cooperation with 4 cx. The consent can be withdrawn by contacting 4 cx via email address [contact@4cx.solutions](mailto:contact@4cx.solutions).

### **○ Period of time we process your personal data**

The Administrator processes personal data for a period of 3 years and the duration of the recruitment process. If the legal basis for cooperation is a civil law contract - the data will be processed for a period of 5 years counted from the end of the calendar year in which the contract expired or was terminated. After the expiry of the aforementioned periods, the data will be deleted or made anonymous.

### **○ Entities the Administrator may transfer personal data**

We would like to inform you that in the course of our business, your personal data may be transferred to other entities providing 4 cx with the necessary services. These may include providers of, inter alia, IT or technology services. Data recipients are also the entities cooperating with the Administrator such as consulting companies, headhunters, temporary work agencies, entities supporting 4 cx in recruitment processes and the Administrator's clients. Personal data may be transferred outside the territory of the European Union, however, each time the Administrator ensures that this will be done in compliance with the law and on the basis of an appropriate entrustment agreement containing standard contractual clauses.

### **○ Information on your rights**

The Administrator provides you with the right to access, rectify, request erasure or restrict processing of your data. You may exercise the right to file an objection to the processing against the Administrator and the right to data transfer to another Administrator or exercise the right to file a complaint to a data protection supervisory authority.