

## Information clause regarding the processing of personal data of candidates for employees and associates at Enter Air Services Sp. z o.o.

This information is addressed to candidates for employees and associates of Enter Air Services Sp. z o.o., whose personal data will be obtained and processed by Enter Air Services Sp. z o.o. in connection with the recruitment process and is transferred pursuant to art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 94/46/EC (hereinafter abbreviated: "RODO").

Enter Air Services Sp. z o.o. respects your privacy.

In connection with the above, we kindly ask you to carefully read the following information regarding the processing of your personal data.

**Please be advised that sending your CV is tantamount to consenting to the processing of personal data by Enter Air Services Sp. z o.o. for recruitment purposes.**

**If you are interested in participating in other recruitment processes conducted by Enter Air Services Sp. z o.o. we kindly ask you to include the following clause in your application documents:**

**"I consent to the processing by Enter Air Services Sp. z o.o. my personal data for the purposes of other and future recruitments"**

### IDENTITY OF THE ADMINISTRATOR

Please be advised that the administrator of your personal data is Enter Services Air Sp. z o.o. with its registered office in Warsaw, 74 Komitetu Obrony Robotników Street (hereinafter referred to as ENTER AIR) registered by the District Court for the Capital City of Warsaw, 14th Commercial Division under KRS number 0000425507, NIP: 522-299-76-28, REGON: 146181971.

### CONTACT DETAILS OF THE ADMINISTRATOR

Contact in all matters regarding the processing of personal data processed by ENTER AIR is possible via the following communication channels:

- to the following address: daneosobowe@enterair.pl
- to the following address: Enter Air Services Sp. z o.o., 74 Komitetu Obrony Robotników Street, 02-146 Warsaw

### SOURCES OF DATA

ENTER AIR in the recruitment process obtains personal data directly from candidates for employees and associates.

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## DATA SCOPE, PURPOSES AND LEGAL BASIS FOR PROCESSING

Your personal data obtained in the recruitment process are used to recruit for the position you are applying for or, if you agree to participate in future recruitment processes, to recruit also for other positions in line with your qualifications.

The legal basis for the processing of your data is:

- applicable law, i.e. Article art.22<sup>1</sup> of the Polish Labor Code, which authorizes us to process data in order to conclude an employment contract in the scope of such data as: your name (names) and surname, parents' names, date of birth, place of residence (correspondence address ), education, employment history (legal basis: Art. 6(1)(c) of the GDPR);
- consent - if in your CV, job offer or cover letter you provide us with data other than those listed in point 1 above (e.g. you provide us with your image, e-mail address or mobile phone number), then the basis for processing this data by us will be your consent (legal basis Art. 6 section 1 letter a of the GDPR);
- The legitimate interest of the Administrator - during the recruitment process, we may be interested in conducting an interview with you. We have a legitimate interest in using the data obtained during such an interview to check the skills and abilities of candidates and assess whether you are the right person for the position for which we are looking for an employee (legal basis Art. 6 (1) (f) of the GDPR). • In the case of an employment offer under a contract of mandate or a B2B contract, the necessity to take action at the request of the data subject before concluding the contract (legal basis: Art. 6(1)(b) of the GDPR).;

## DATA RECIPIENTS

Your data may be transferred to entities processing data on our behalf, i.e. companies belonging to the Enter Air capital group, entities operating our ICT systems, subcontractors, entities providing us with consulting, auditing, legal, tax and accounting services.

## INFORMATION ON THE INTENTION TO TRANSFER PERSONAL DATA TO A THIRD COUNTRY

Personal data obtained from you in the recruitment process are not transferred outside the European Economic Area.

## INFORMATION ABOUT AUTOMATED DECISION MAKING, INCLUDING PROFILING

Please be advised that when processing your personal data, Enter Air does not use profiling or any other method of automated data processing.

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## DATA STORAGE PERIOD

ENTER AIR will store the personal data obtained from you for a period of 3 months from the end of recruitment, and in the event of consent to participate in future recruitment processes, for a period of 3 years from the time of consent.

## RIGHTS OF DATA SUBJECTS

Please be advised that you have the right to access your personal data, rectify it, delete, transfer or limit processing.

## RIGHT TO OBJECT

Regardless of the rights listed above, you may object to the processing of your personal data by Enter Air at any time, if the legal basis for the use of data is the legitimate interest of the administrator or public interest. In such a situation, after considering the application, we will no longer be able to process your data covered by the objection on this basis, unless we demonstrate that there are: valid legitimate grounds for data processing, which according to the law are considered superior to your interests, rights and freedoms or grounds for establishing, pursuing or defending claims.

## RIGHT TO LODGE A COMPLAINT TO THE SUPERVISORY AUTHORITY

Please be advised that you have the right to lodge a complaint with the President of the Office for Personal Data Protection if you believe that the processing of your personal data violates the law.

Office of the President of the Personal Data Protection Office (PUODO)

Address: Stawki 2,

00-193 Warsaw

Phone: 22 531 03 00

## INFORMATION ON THE FREEDOM OR OBLIGATION TO PROVIDE DATA

Providing data is voluntary, but necessary to carry out the recruitment process.