[Publicly available document]

Dear Madam/Sir, in accordance with Article 13 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 (hereinafter referred to as "GDPR"), we hereby inform you:

1. The administrator of your personal data is:

   TURAS Factory Sp. z o. o.; Portowa Street 5, postal code 76-200 Słupsk,

   REGON: 771565191, NIP: 839-28-29-363

   You can contact the Administrator in writing at the address indicated above.

2. We have appointed a Representative for the Information Security Management System. This is the person you can contact in all matters concerning the processing of personal data and the exercise of rights related to data processing. You can contact the Representative for the ISMS via e-mail: **odo@turas.pl**

3. Your personal data will be processed based on:

   a) Article 6, section 1, letter C of the GDPR for Fabryka TURAS Sp. z o. o. to fulfil its legal obligations, particularly those resulting from the Act of 26 June 1974, the Labour Code – regarding the conduct of the recruitment process.

   b) art. 6 sec. 1 letter A of the GDPR, i.e. your consent to the processing of personal data, when you provide a broader scope of personal data than required by generally applicable legal provisions, particularly the Act of 26 June 1974, the Labor Code, and in the event of your consent to participate in other recruitment processes. Each of the consents expressed may be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of the processing carried out before its withdrawal.

   c) Article 6, paragraph 1, letter F of the GDPR for the purpose of determining or pursuing possible claims or defending against such claims by the Controller – the legal basis for data processing is the legitimate interest pursued by the Controller, consisting in enabling the Controller to defend the rights vested in the Controller.

4. The recipients Mrs./Mr. data will be:

   a) providers of services, technical and organizational solutions enabling the management of Fabryka TURAS Sp. z o. o., including entities providing legal, IT and advisory services to the Administrator.

   b) authorities and other entities, including public entities, entitled to obtain your personal data under generally applicable provisions of law.

5. The Administrator does not plan to transfer your personal data to a third country or an international organization. However, if such transfer is necessary, the Administrator ensures that it will use appropriate safeguards, such as binding corporate rules (BCR) and only if the EC determines by decision that a specific third country ensures an adequate level of data protection.

6. Your personal data will not be used for purposes other than those for which it was originally collected.

7. Your personal data will be stored:

   a) For the time necessary to complete the recruitment process for the job position specified in the job advertisement.

   b) If you have consented to the processing of your personal data for the purposes of future recruitment processes, your personal data will be processed for the time necessary to carry out future recruitment processes, but no longer than for a period of 6 months.

	Annex No. 4 to P-BI-10	
	INFORMATION CLAUSE FOR JOB CANDIDATES	
	Release date: 30/09/2023	Issue No.: 1.0	Document status: **current**

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c)   If your data is processed based on your consent, the data will be processed until you withdraw your consent (but no longer than for a period of 6 months), object to the processing of the data or request the deletion of the data.

d)   The period of processing your data may be extended by the limitation period for claims if the processing of your personal data is necessary for the determination or pursuit of possible claims or defense against such claims by the Administrator.

8.   You have the right to access your personal data, the right to rectify your personal data, the right to delete your data (the so-called "right to be forgotten"), the right to limit processing of your personal data, the right to transfer data, the right to object to the processing of your personal data, to obtain a copy of the data. The indicated requests can be submitted to the above address. For evidentiary purposes, we kindly ask you to submit applications in writing. At the same time, we inform you that the use of some rights may be limited due to generally applicable legal provisions, which the Administrator is obliged to apply.

10.   If, in your opinion, the processing of your personal data by the Administrator violates the provisions of the law, you have the right to lodge a complaint with the supervisory authority, i.e. the President Office for Personal Data Protection.

11.   Providing your data specified in Article 22 [1] of the Labor Code is a statutory requirement, failure to provide data may prevent the recruitment process from being carried out. In the scope of data not required by the Labor Code, providing data is voluntary.

12.   No automated decisions will be made about you, including decisions based on profiling.

	Annex No. 4 to P-BI-10 **INFORMATION CLAUSE FOR JOB CANDIDATES**		
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Clause of consent to the processing of data for the purposes of future recruitment:

I consent / do not consent* to the processing by Fabryka TURAS Sp. z oo; ul. Portowa 5, postal code 76-200 Słupsk, REGON: 771565191, NIP: 839-28-29-363 , of my personal data contained in my job application for the purposes of future recruitment conducted by Fabryka TURAS SP. z oo

I am aware that I have the right to withdraw consent at any time and that the withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal.

………………………………………………………………………………………………………..…………
(name and surname – signature)

* Cross out the inappropriate one