

# Partner in Pet Food Polska Sp. z o.o. Data Protection Notice for Applicants

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## 1. GENERAL INFORMATION AND CONTACT DETAILS

**Partner in Pet Food Polska Spółka z ograniczoną odpowiedzialnością** ("Company") processes personal data of job applicants ("Applicants") for jobs published on its website <http://www.ppfeurope.com> ("Website") or publicly advertised elsewhere or by other means (electronically, personally or via post) even in the absence of any publicly announced posts. The Company is the controller of such personal data within the meaning of the General Data Protection Regulation No. 2016/679 of the EU ("GDPR").

This data protection notice ("Notice") provides details related to the processing of such personal data and the rights and remedies which the Applicants have in connection with such data.

### Contact details of the Company:

- **Registered seat:** Warsaw
- **Full address:** ul. Szamocka 8, 01-748 Warsaw
- **Number in the National Court Register** (Krajowy Rejestr Sądowy): 0000542050
- The Company is registered at the District Court for the Capital City of Warsaw in Warsaw, 12<sup>th</sup> Commercial Division
- **Telephone number:** +48 22 569 24 10
- **E-mail address:** [info.pl@ppfeurope.com](mailto:info.pl@ppfeurope.com)
- **Website:** <http://www.ppfeurope.com/>

The Company reserves the right to unilaterally modify this Notice with subsequent effect, subject to the limitations provided for in the laws and with advance notification to the Applicants in due time, if necessary. The Company may modify this Notice especially when it is required upon changes in the laws, the practice of the data protection authority, business needs or employees' needs or any newly revealed security exposures. The Company will inform Applicants if updates of this Notice will have an effect on them or on the way the Company uses their personal data.

## 2. PURPOSE, LEGAL BASIS AND SCOPE OF PROCESSING

<b>Purpose of processing</b>	<b>Legal basis of processing</b>	<b>Scope of processed data</b>
Recruitment process (selection and assessment, interview, communication of the outcome, determining the terms of employment)	Compliance with legal obligations;  Consent;  Necessity to take steps, at the request of an Applicant, prior to entering into a contract	name, parents' names, date of birth, place of residence (correspondence address), education, work experience
Processing application documents for the purposes of future recruitments	Consent	name, parents' names, date of birth, place of residence (correspondence address), education, work experience

## 3. DATA RECIPIENTS

The Company shares personal data of Applicants with Partner in Pet Food Hunagria Kft. located in Hungary.

## 4. PERSONAL DATA SOURCES

The Company collects personal data of Applicants directly from them (from CVs or other submitted documents). In some cases the Company collects personal data of Applicants from other sources (e.g. LinkedIn).

## 5. REQUIREMENT TO PROVIDE PERSONAL DATA

According to employment law provisions, employers may request from job applicants the following personal data:

- name;
- parents' names;
- date of birth;
- place of residence (correspondence address);
- education;
- work experience.

The Company is not able to assess suitability for work and carry out recruitment processes without the above personal data.

## 6. **RETENTION PERIODS**

The Company will store Applicants' personal data if they are hired in accordance with statutory retention periods which for employment contracts is 50 years after the termination of contract. More details on retention periods may be found in the Company's data protection notice for employees;

In case of unsuccessful applications, Applicants' personal data will not be stored after the recruitment process is finalised.

## 7. **DATA PROTECTION RIGHTS AND REMEDIES**

Applicants may exercise the following rights with regard to their personal data:

<b>Right</b>	<b>Description</b>
Right to be informed	Right to be provided with clear, transparent and easily understandable information on how the Company uses Applicants' personal data and on their rights.
Right of access	Applicants have the right to obtain confirmation from the Company whether or not personal data concerning them are being processed. The Company is also obligated to provide other information pertaining to the processed personal data; this information has been provided in this Notice.
Right to rectification	Applicants have the right to request the Company to rectify inaccurate or incomplete personal data concerning them.
Right to erasure (right to be forgotten)	In principle, this rights enables Applicants to request the Company to delete or remove their personal data if there is no compelling reason for the Company to keep using it.
Right to restrict processing	Applicants have the right to suppress further use of their personal data. When processing is restricted, the Company can still store Applicants' personal data, but may not use it further.
Right to data portability	Applicants have the right to receive personal data which they have provided to the Company in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the Company. This applies where the processing is based on consent or on a contract and the processing is carried out by automated means.
Right to object	Applicants have the right to object, on grounds relating to their particular situation, to processing of personal data concerning them for the purposes of legitimate interests. The Company will no longer process the personal data unless it demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms

	of the individual or for the establishment, exercise or defence of legal claims.
Right to withdraw consent	Applicants have the right to withdraw their consent to process personal data at any time. This does not affect the lawfulness of processing based on consent before its withdrawal.
Right to lodge a complaint	Applicants have the right to lodge a complaint with the supervisory authority (the President of the Office of Personal Data Protection – <a href="https://uodo.gov.pl/">https://uodo.gov.pl/</a> ) regarding the processing of their personal data.