

## **Information on the processing of personal data intended for persons taking part in the recruitment process organized by the LOTOS Group S.A.'s Capital Group**

### **I. Personal data controller**

The co-controller of your personal data within the meaning of Article 4 point 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - hereinafter referred to as "the GDPR"), is

- Grupa LOTOS S.A. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk
- LOTOS Infrastruktura S.A. with its registered office at ul. 3-go Maja 101, 38-200 Jasło,
- LOTOS Terminale S.A. with its registered office at ul. Łukasiewicza 2, 43-502 Czechowice-Dziedzice
- LOTOS Petrobaltic S.A. with its registered office at ul. Stary Dwór 9, 80-758 Gdańsk,
- LOTOS Asphalt Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS-Air Bp Sp. z o.o. with its registered office at Al. Grunwaldzka 472 B 80-309 Gdańsk,
- LOTOS Kolej Sp. z o.o. with its registered office at ul. Michałki 25, 80-716 Gdańsk,
- LOTOS Lab Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS Ochrona Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS Oil Sp. z o.o., with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS Paliwa Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS Serwis Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS Straż Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk,
- LOTOS Upstream Sp. z o.o. with its registered office at ul. Elbląska 135, PL 80-718 Gdańsk.

The co-controller of the personal data can be contacted via e-mail address [rekrutacja@grupalotos.pl](mailto:rekrutacja@grupalotos.pl) or in writing by regular mail to: Grupa LOTOS S.A., ul. Elbląska 135, PL 80-718 Gdańsk.

### **II. Data Protection Officer**

The co-controllers have appointed a Data Protection Officer of Grupa LOTOS S.A., who can be contacted in all matters concerning the processing of personal data and the exercise of rights related to the processing of data, via e-mail: [iod@grupalotos.pl](mailto:iod@grupalotos.pl) or in writing to: Grupa LOTOS S.A. ul. Elbląska 135 80-718 Gdańsk with the note "Data Protection Officer"

### **III. Purposes of personal data processing**

Your data will be processed in order to conduct the recruitment process within LOTOS Group, which includes the data co-controllers mentioned above, and in order to assess your professional qualifications.

### **IV. Legal basis for processing personal data**

The legal basis for processing your data for the purposes indicated above is:

- a) fulfillment of legal obligations incumbent on the joint controller in accordance with Article 6(1)(c) of the GDPR, including Article 22<sup>1</sup> of the Labour Code, with regard to the following data - name and last name, date of birth, contact details, education, professional qualifications, course of previous employment,
- b) the consent referred to in Article 6(1)(a) of the GDPR, in the case of transfers of data other than those indicated above,
- c) the consent referred to in Article 6(1)(a) of the GDPR, for the processing of personal data in recruitment processes conducted in the future.

### **V. Sharing personal data**

Your personal data will be shared within the LOTOS S.A. Group Capital Group, which includes the data co-controllers listed above. Moreover, your data may be shared with the following categories of recipients:

- a) entities processing personal data on behalf of the joint controllers, e.g. entities providing e-recruitment system and entities operating IT systems used for the purposes mentioned above, providing maintenance and archiving services,
- b) entities providing services to the co-controllers, including legal advisors and auditors, whereby such entities process the data on the basis of a contract with the co-controllers and only in accordance with their instructions.

### **VI. Data retention period**

The offers of candidates participating in a given recruitment, including the personal data of those candidates who:

- a) have consented to participate in future recruitment processes will be stored for a period of 12 months from the moment of entering them into the system via the application form or until the withdrawal of consent,
- b) not consented to participate in future recruitment processes will be stored no longer than until the conclusion of a contract of employment with the newly hired employee, and after that time they will be immediately deleted.

## **VII. Rights of data subjects**

You are entitled to:

- a) the right to access the content of your data and to receive a copy of it,
- b) the right to rectify (amend) your data,
- c) the right to erasure and restriction of processing of personal data,
- d) the right to withdraw consent at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal. Withdrawal may be made by sending a statement to the address indicated above, [iod@grupalotos.pl](mailto:iod@grupalotos.pl),
- e) the right to data portability, i.e. to receive your personal data from the co-controller in a structured, commonly used electronic format to the extent that they are processed. You may exercise this right if the processing is carried out by automated means, based on your consent. You may transfer this data to another data controller or request the controller to do so on your behalf, if technically possible.

To exercise the above rights, please contact the data co-controller or the personal data protection inspector. Contact information is indicated above.

Moreover, you have the right to lodge a complaint to the President of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw), in the case that the processing of personal data violates the applicable provisions on personal data protection.

## **VIII. Information on data requirements**

Providing personal data in the scope resulting from Article 22<sup>1</sup> of the Labour Code is necessary to participate in the recruitment process. Providing other data is voluntary, lack of it has no influence on the possibility of taking part in the recruitment.

## **IX. Information about personal data profiling**

The personal data you provide may be subject to profiling (by searching the database of candidates on the basis of a selected criterion, e.g. education, work experience, region), but it will not be used for automated decision-making.