

**Consent to processing of personal data in the recruitment process:**

I hereby give my consent to the processing of my personal data by **NOVASERVIS FERRO GROUP S.R.L.** (Romania, 47 Campina Street, Cluj-Napoca City, Cluj County) for the purposes of the recruitment process until the end of the recruitment process or until the date on which the data become unnecessary for the purposes of a given recruitment, no longer than 6 months from the date of submission of the recruitment documents.

**Consent to processing of data for future recruitment process:**

I hereby give my consent to the processing of my personal data by **NOVASERVIS FERRO GROUP S.R.L.** (Romania, 47 Campina Street, Cluj-Napoca City, Cluj County) and submitting it in **NOVASERVIS FERRO S.R.L.** database also after the recruitment period for the purposes of other recruitment processes carried out by **NOVASERVIS FERRO GROUP S.R.L.** for a period of 24 months from the date of submission of the recruitment documents.

**Consent for data to be shared with other Ferro Group companies for their recruitment purposes:**

I hereby give my consent for **NOVASERVIS FERRO GROUP S.R.L.** (Romania, 47 Campina Street, Cluj-Napoca City, Cluj County) to share the personal data I have provided with other companies in the FERRO Group and for them to process my data in the scope of their recruitment activities for a period of 24 months from the date of submission of the recruitment documents.

Provision of the above consents is voluntary. The administrator of your personal data is NOVASERVIS FERRO GROUP S.R.L., a Romanian legal entity having its registered office in Romania, 47 Campina Street, Cluj-Napoca City, Cluj County, registered with the Bucharest Trade Registry under number J12/1575/2009, EUID ROONRC ROONRC.J12/1575/2009, sole identification number (CUI) 25860825.

For detailed information regarding the processing of your personal data and your rights, please refer to the GDPR information clause (below). By signing you declare that you are aware of the GDPR information clause.

**GDPR information clause**

**[Administrator]** The administrator of your personal data is **NOVASERVIS FERRO GROUP S.R.L.**, a Romanian legal entity having its registered office in Romania, 47 Campina Street, Cluj-Napoca City, Cluj County, registered with the Bucharest Trade Registry under number J12/1575/2009, EUID ROONRC ROONRC.J12/1575/2009, sole identification number (CUI) 25860825 („Administrator”).

**[DPO]** The Administrator has not appointed a Data Protection Officer. The Administrator can be contacted electronically through the e-mail address [export@ferro.pl](mailto:export@ferro.pl) The Administrator informs that each of the above-mentioned consents can be withdrawn at any time by sending an e-mail or in writing to: Romania, 47 Campina Street, Cluj-Napoca City, Cluj County.

**[Scope, purpose and legal basis of Personal Data Processing]** The Administrator processes your personal data provided in the form or in your CV, i.e. your name, parents' names, date of birth, place of residence, mailing address, education and previous employment history. The provision of personal data for recruitment purposes is voluntary. The Administrator processes personal data on the basis and for the following purposes:

- carrying out the recruitment process, on the basis of the employer's entitlement under Article 22(1) of the Polish Labour Code in terms of: first and last name, parents' first names, date of birth, place of residence, correspondence address, education and previous employment history. The basis for the processing of the aforementioned personal data is a legal obligation (Art. 6(1)(c) GDPR),

- carrying out the recruitment process, on the basis of your consent to the processing of your personal data other than those indicated in the point above, provided in your CV, form, cover letter and other documents (Article 6(1)(a) GDPR),
- for the legitimate interest of the Administrator with regard to the data obtained from you during the recruitment process in connection with the verification of your skills and abilities needed for the position specified in the advertisement. The basis for processing this data is the legitimate interest of the Company (Article 6(1)(f) of the GDPR),
- carrying out future recruitment processes, based on your consent to the processing of personal data provided in your CV, form, cover letter and other documents (Article 6(1)(a) GDPR),
- transferring of your data to other companies in the Administrator's group for their recruitment purposes. The basis for the transfer of your personal data is consent (Article 6(1)(a) GDPR).

#### **[Recipients of data]**

The Administrator shall provide personal data to:

- authorized employees and associates of the Administrator, as well as entities and employees belonging to the Administrator's capital group;
- entities that support the Administrator in performing its rights and obligations, as well as service providers to whom the Administrator subcontracts services related to the processing of personal data (including but not limited to subcontractors, entities providing IT, legal, marketing and accounting services, independent advisors, IT service providers);
- to regulatory institutions, courts and other public authorities and authorized entities, in case it is necessary to fulfill obligations imposed by law.

The Administrator does not transfer your personal data to third countries. The Administrator does not use your data in an automated manner (including profiling).

#### **[Retention period for personal data]**

The period of processing of personal data by the Administrator depends on the purposes (and basis of processing) for which they are processed, as well as the performance of obligations under the law. Personal data are processed accordingly:

- until the end of the recruitment process or until the date when the data becomes unnecessary for the purposes of the recruitment process, but no longer than 6 months;
- if you have given your consent to the processing of data contained in your CV for the purposes of future recruitment - until you revoke your consent, but for no longer than 2 years.

#### **[Your Rights under the GDPR]**

You are entitled to certain rights in the field of personal data protection. You have the right to lodge a complaint to the competent supervisory authority (i.e. in Poland to the President of the Office for Personal Data Protection) in the event that the processing of personal data by the Administrator is unlawful. In addition, you have the right to:

- right to access personal data, rectification of personal data concerning you that is incorrect, erasure, restriction, transfer of personal data;
- right to object to the processing that is carried out due to its necessity for the realization of the legitimate interests of the Administrator - for reasons related to your particular situation or in the case of processing for the purposes of direct marketing;
- right to withdraw consent to the processing of personal data at any time - to the extent that the processing is carried out solely on the basis of your consent (withdrawal of consent does

not affect the lawfulness of processing carried out on the basis of consent before its withdrawal).