

Privacy Policy by Javro 2 Sp. z o.o.

According to the General Data Protection Regulation (GDPR) 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 (General Data Protection Regulation), we are obliged to inform you on how your personal data is administered by us.

Introduction

Your privacy is important to us and we strive to provide a high level of protection when processing personal data.

According to the current regulations on the protection of personal data **your data is administered by:**

Javro 2 Sp. z o.o.

Zbożowa 10 street

Katowice 40-657

VAT UE: PL 9542681366

hereinafter referred to Javro 2.

If you have any questions about information provided here or would like to review your rights as described below, please contact the administrator.

contact: telephone +48 32 202 66 22; e-mail: biuro@javro.pl

Javro 2 is responsible for the processing of your personal data in the manner described below.

Collection and processing of personal data

The term ‘personal data’ refers to information that may directly or indirectly refer to you as a natural person. Examples of such data are: name and surname, address of registration, addresses of residence, addresses of stay and/or correspondence, name and registered office or place of business, VAT, telephone numbers, e-mail addresses, citizenship or IP address. Processing of personal data refers to any activities that we or a third party that we have engaged in relation to personal data, such as collection, registration and storage.

Personal data may be processed only for specified and explicit purposes and may not be further processed for any purpose other than those purposes.

Javro 2 Sp. z o. o. processes personal data that you have given us for the purpose of:

For customers and contractors:

- service performance
- inquiries about the offer
- marketing purposes
- contact

For employees, family members of the employee and collaborators:

- employment
- cooperation

Legal basis for processing data and data storage period.

The administrator processes the data only in accordance with the law in such a way that there is no violation of the fundamental rights of the data subject. Data processing in our company is lawful only in cases where - and to the extent that - at least one of the following legal grounds will be met:

- the data subject agrees to the processing of one or more specific purposes;
- processing is necessary for the execution of the contract;
- processing is necessary to fulfill a legal obligation or international agreement;
- processing is necessary for purposes arising from the legitimate interest of the administrator.

Detailed information can be obtained by asking the administrator.

The data we collect in accordance with the above are deleted when the purposes of the processing have ceased or for archival, statistical or historical purposes.

Data must be kept for a period of:

- 20 years settlement documents of contractors
- 50 years employee documentation

data in the recruitment process - after recruitment is terminated unless the candidate has consented to the processing of data in future recruitment processes, but no longer than 1 year.

Security in regards to protect personal data.

The administrator protects your personal data using high-level security and, to this end, has taken appropriate technical and organizational measures to protect personal data from unauthorized access, change, distribution or destruction.

Cookies Policy is on our website in a separate tab.

Restrictions on the disclosure of personal data.

We do not pass on the candidate's data to any entities.

Data of employees, family members of the employee, co-workers and contractors are provided to the Accounting Office, Social Insurance Institution, Tax Office, insurers if such person is subject to additional insurance, for example group insurance. They can also be accessed by the company servicing us in terms of IT.

In order to secure your data, we have entered into the appropriate entrustment agreements with our partners with whom we cooperate.

We do not send data to third countries.

We do not use profiling.

You may disclose your personal data to third parties, for example to the police or other public authorities, if it concerns a criminal investigation or if we are otherwise obliged to disclose such data by law or decision of a public authority.

According to the applicable data protection legislation, you have the right, at any time, to request access to the personal data being processed, to correct erroneous personal data, to require the controller to stop the processing and delete personal data, to require the processing of personal data to be restricted, to exercise the right to data portability, to withdraw consent to certain processing (if such consent is given) and to object to the processing of personal data. In this case, please contact the administrator through the contact details given above. You are also entitled to lodge a complaint with the competent supervisory authority at any

time if you believe that personal data have been processed in breach of the applicable data protection legislation.