

The information presented in this document is meant to fulfill duties of the Personal Data Controller pursuant to Article 13 of the 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 (GDPR).

## About Personal Data Controller

GetResponse Sp. z o.o. (Polish Limited Liability Company), with its registered office at: Arkonska 6/A3, 80-387 Gdansk, tax ID No.: 9581468984, REGON: 192998251, KRS: 0000187388 (“GetResponse”) is the Controller of your personal data.

## About Data Protection Officer

Łukasz Kołodziejczyk was appointed by GetResponse as its Data Protection Officer.

You may contact our Data Protection Officer:

- in writing, via traditional mail to the following address: Data Protection Officer, GetResponse Sp. z o.o., Arkońska 6/A3, 80-387 Gdansk;
- via e-mail sent to: [privacy@getresponse.com](mailto:privacy@getresponse.com);

## About the purposes, legal basis and the period for which your personal data will be stored

#	PURPOSE	LEGAL BASIS	TIME PERIOD
1	Recruitment process for a particular job position.	Article 6 sec.1 (b) of GDPR in relation to Article 22 <sup>1</sup> § 1 of the Polish Labour Code.	Until the end of the recruitment process
2	The evaluation of qualifications, abilities and skills required for the job position which the recruitment process refers to.	Article 6 sec.1 (b) of GDPR in relation to Article 22 <sup>1</sup> § 1 and Article 237 <sup>3</sup> § 1 of the Polish Labour Code.	Until the beginning of the employment period
3	Preparing the documentation required to execute the employment contract.	Article 6 sec.1 (b) of GDPR in relation to Article 22 <sup>1</sup> § 1 of the Polish Labour Code.	Until the beginning of the employment period
4	Management of future recruitment processes.	Article 6 sec.1 (a) and (f) of GDPR in relation to Article 22 <sup>1</sup> § 1 and Article 237 <sup>3</sup> § 1 of the Polish Labour Code.	Until withdrawal of consent or request of personal data erasure
5	Informing about current and future recruitment processes.	Article 6 sec.1 (a) of GDPR.	Until withdrawal of consent

## **About recipients of your personal data**

Your personal data may be shared with the following categories of recipients of personal data:

- authorized employees and collaborators of GetResponse;
- business entities providing selected services for GetResponse including: legal, marketing, employment, postal and courier services, tool suppliers and information society services;
- other business entities authorized to process personal data under applicable law regulations;

Your personal data may be shared with the following entities, if the recruitment process is run in favor of them:

- OOO GetResponse Rus with its registered office in Moscow (Russia), 123610, Moscow, Krasnopresnenskaya nab., 12, entrance 6, office 1717, Russian Federation;
- GetResponse Inc. with its registered office in Wilmington (United States of America); 1011 Centre Road, Suite 322, City of Wilmington, County Of New Castle, Zip Code 19805, USA
- GetResponse Canada Inc. with its registered office in Halifax (Canada), 6080 Young Street, Suite 403, Halifax, Nova Scotia, B3K 5L2, Canada;
- GetResponse Malaysia Sdn. Bhd. with its registered office in Kuala Lumpur (Malaysia), Unit No. 17-2, Level 17, Wisma UOA II, No. 21, Jalan Pinang, 50450 Kuala Lumpur, Wilayah Persekutuan

Personal data shall be shared with the recipients mentioned above only to the extent necessary to fulfill the purpose of personal data processing or to carry out duties arising from applicable law regulations.

## **About the rights of personal data subjects**

In relation to the processing of your personal data, you have the right to:

- access the data and obtain a copy hereof, provided that the latter shall not adversely affect the rights and freedoms of others;
- obtain the rectification of inaccurate personal data;
- obtain erasure of personal data where there are no overriding legitimate grounds for the processing;
- withdraw your consent if processing is based on consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal;
- object to processing of your personal data, on grounds relating to your particular situation, in case such processing is based on Article 6 sec. 1(e) and (f) of GDPR;
- obtain restriction of processing of your personal data in particular in case the accuracy of the personal data is contested by the data subject, in case the processing is unlawful or the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- receive the personal data in a structured, commonly used and machine-readable format and the right to transmit those data to another controller where the processing is based on consent or on a contract and the processing is carried out by automatic means;
- lodge a complaint to the supervisory body, ie to the President of the Personal Data Protection Office, Stawki 2; 00-193 Warsaw;

## **About the necessity of personal data submission**

The submission of your personal data, for the purposes mentioned in the table above, is voluntary but necessary to participate in recruitment processes run by GetResponse.

## **About automated data processing, including profiling**

Your personal data is not subject to automated decision making, including profiling.

## **About transmitting data outside the European Economic Area**

Your data may be transmitted to a third country, ie outside the European Economic Area, particularly for the purposes of recruitment processes for business entities with the headquarters outside EEA and in relation to using information society tools and services, in particular the communication and data processing services.