

CONSENT TO THE PROCESSING OF PERSONAL DATA OF A JOB APPLICANT

English version for MaViAl Sp. z o.o.

MaViAl Sp. z o.o.

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Prezes Zarządu: Vital Mamchyts

Document intended for recruitment processes conducted by MaViAl Sp. z o.o. for current recruitment and – subject to separate consent – future recruitment.

Note: If MaViAl Sp. z o.o. has not appointed a Data Protection Officer, the following wording should remain: "The Controller has not appointed a Data Protection Officer".

1. Personal data controller

Your personal data controller is MaViAl Sp. z o.o., address: ul. Stanisława Leszczyńskiego 4/29, 50-078 Wrocław, Poland, KRS 0001058460, NIP 8971927502, REGON 52642047900000.

Controller contact details: e-mail: vialtim@gmail.com, tel. +48 536 198 779, tel. +49 152 277 04 748.

Data Protection Officer: The Controller has not appointed a Data Protection Officer unless informed otherwise separately.

2. Purposes and legal bases of data processing

Your personal data will be processed for the purpose of conducting the current recruitment process and taking steps prior to the possible conclusion of an employment contract or a civil law contract.

Data provided beyond the scope required by law will be processed on the basis of your voluntary consent.

If you give separate consent, your data may also be processed for participation in future recruitment processes conducted by MaViAl Sp. z o.o.

3. Scope of data

The Controller may process in particular: your name and surname, contact details, citizenship, information on education, professional qualifications, work experience, and data contained in your CV, application form, e-mails, WhatsApp messages and other documents provided by the applicant.

Providing data required by labour law is necessary to participate in the recruitment process; providing additional data is voluntary.

If the applicant voluntarily provides additional data, including a photo, references, certificates or other materials, such data will be processed to the extent necessary for recruitment.

4. Data recipients

Data may be disclosed to entities supporting the Controller in legal, accounting, IT and organisational services, as well as to partners involved in recruitment or employment, solely to the extent necessary and in accordance with applicable law.

5. Data retention period

Data related to the current recruitment process will be stored for its duration and for the period necessary to defend against possible claims or fulfil obligations arising from the law.

If consent for future recruitment is given, the data will be stored until the consent is withdrawn, but no longer than 24 months from the date it was granted, unless the law requires a shorter period.

6. Applicant rights

- the right to access, rectify, erase or restrict the processing of your data;
- the right to withdraw consent at any time without affecting the lawfulness of processing carried out before its withdrawal;
- the right to lodge a complaint with the President of the Polish Personal Data Protection Office (Prezes UODO).

7. Applicant declarations and consents

I, the undersigned, confirm that I have read the above information clause and:

- I consent to MaViAl Sp. z o.o. processing my personal data voluntarily provided beyond the scope required by law for the purpose of conducting the current recruitment process;
- I consent to MaViAl Sp. z o.o. processing my personal data also for future recruitment processes;
- I consent to being contacted regarding recruitment matters by phone, e-mail and via the messengers indicated by me in my application, including WhatsApp.

Applicant data to be completed

Full name

Citizenship

Phone / WhatsApp

E-mail

Date and place

Applicant signature

INSTRUCTIONS FOR COMPLETION AND SENDING VIA WHATSAPP

- 1. Complete the applicant's details clearly: full name, citizenship, phone/WhatsApp number, e-mail address, date and place.
- 2. Mark the required consents by placing an "X" in the appropriate boxes.
- 3. The applicant should sign the document by hand or sign it electronically.
- 4. Save the document as a PDF or take clear photos of each page.
- 5. Send the document to MaViAl Sp. z o.o. via WhatsApp together with your CV and a short note about the position for which you are applying.

Ready WhatsApp message (EN):

Hello.

Please find attached my signed consent for the processing of personal data for recruitment purposes together with my CV.

Full name: _____

Citizenship: _____

Position / type of work: _____

Current country of residence: _____

WhatsApp number: _____

Please confirm receipt of the documents.

Kind regards.

Practical tip: for evidentiary purposes, it is best to ask the applicant to sign the document, save it as a PDF and send it together with the CV in one WhatsApp chat or e-mail.