



## **Privacy Policy of ATERIMA Europe Sp. z o.o. sp. k. (Updated: June 2023)**

### **I. General**

The protection of privacy and personal data is extremely important to us. We make every effort to ensure that the processing of personal data is carried out correctly, in accordance with applicable regulations, and with respect for the rights of individuals who have shared their personal data with us.

Before using our services or the services we provide, please familiarize yourself with this policy. Trust us, we are your partner!

The administrator of your personal data is ATERIMA Europe Sp. z o.o. sp. k. with its registered office in Kraków (30-644), ul. Puskarska 7m, registered under KRS number 0000850860. Contact details of the Data Protection Officer: email address: [daneosobowe@grupaaterima.pl](mailto:daneosobowe@grupaaterima.pl).

If you have any doubts related to the privacy policy and the protection of your personal data, you can contact us at any time by sending a message to: [daneosobowe@grupaaterima.pl](mailto:daneosobowe@grupaaterima.pl).

### **II. Processing of Personal Data**

When you provide us with your personal data, ATERIMA Europe Sp. z o.o. sp. k., the owner of the brands Grupa ATERIMA, ATERIMA WORK, ATERIMA MED, and ATERIMA HR (hereinafter: ATERIMA), becomes their administrator. By filling out a form or simply contacting us, you share your personal data with us, and we guarantee that your data will remain confidential.

For example, if you express a desire to participate in our recruitment process, your data will be used solely for this purpose. If you enter into cooperation with us, your data will be used to execute the contract you have entered into with us.

Personal data is often processed based on consent (e.g., in the case of recruitment). However, there are many other legal bases for processing, such as contracts, the necessity of defense or claims, or fulfilling specific legal obligations of the data administrator. Thus, consent is not always necessary.

We may also process your personal data if it is necessary for our legitimate interests or those of third parties, provided this does not override your interests or rights as an individual. Legitimate interests include managing our client relationship, improving our services and solutions, or developing relationships with business partners.

When you contact us by phone, via a form, or email, you naturally provide us with personal data such as your name, contact details, phone number, and email address as the sender of the message. Additionally, you may include other personal data in the message content. In such cases, the legal basis for processing your personal data is your consent arising from initiating contact with us. Your personal data provided to us via email contact is processed solely to handle your inquiry or register you in our job seeker database, participate in our trainings, webinars, promotional actions, and loyalty programs. Correspondence content may be archived.

Remember that providing personal data is always voluntary. However, be aware that not providing your data may prevent you from participating in our recruitment process (without your information, we cannot match you with suitable offers).

We will share your personal data with companies affiliated and cooperating with ATERIMA Europe Sp. z o.o. sp. k. based in Kraków, related entities, cooperating partners, and trusted partners and contractors to present you with job and employment offers.

ATERIMA employees are appropriately authorized to process personal data and maintain confidentiality in this regard.

We will process your data, including your name, contact details (email, phone number, region), and may also process data such as date of birth, education, professional qualifications, employment history, and image. With your consent, we may also process sensitive data related to your health.

We ensure that personal data is securely processed and unauthorized persons do not have access to it. We have implemented several solutions and appointed a Data Protection Officer who is in contact with the relevant supervisory authority. We guarantee the confidentiality of all personal data provided to us. We ensure that all security measures and personal data protection requirements stipulated by data protection regulations are met. Personal data is processed with due care and adequately protected from unauthorized access.

Personal data you provide directly to us is processed solely within the European Union (refer to the cookie policy for data collection by third parties). In the recruitment process, your personal data may be subject to profiling, including automated data processing, in which case you have the right to object to this type of data processing. We do not transfer data to third countries. Remember, you should also protect your personal data. Do not share it with others unless necessary.

### **III. What rights do you have?**

Remember, you decide the extent and purpose for which your personal data is processed. ATERIMA takes your decisions regarding personal data into account.

In connection with our processing of your personal data, you have the following rights:

- The right to request access to your personal data, its rectification, deletion, or restriction of processing,
- The right to object to processing,
- The right to data portability,
- The right to withdraw consent for the processing of personal data for a specific purpose if you have previously given such consent,
- The right to lodge a complaint with a Supervisory Authority.

If your data is processed based on consent, you can withdraw it at any time. However, remember that after withdrawal, you will no longer be able to use the services we offer. Withdrawal of consent does not affect the legality of the processing carried out based on consent before its withdrawal. Similarly, this applies if you submit a request to us to delete your personal data. Remember that we may not always be able to delete your personal data immediately (e.g., after terminating cooperation with you, we must retain it for a period required by law).

We will process your personal data until you withdraw your consent if the basis for processing is your consent, until the purpose for which we process your personal data is achieved, until the end of the current recruitment process, or if you have given consent for future recruitment processes, for a period of 36 months from the moment of obtaining your consent, or until the statute of limitations or other legal requirements expire.

You can update and change your personal data at any time. In specific cases (e.g., when your data is processed for direct marketing purposes by the administrator), you have the right to object to the processing of personal data.

You can exercise the above rights by contacting us at: daneosobowe@grupaaterima.pl.

If you believe your rights regarding personal data have been violated (e.g., if data has ended up in the hands of an unauthorized person), please notify us. This will allow us to effectively protect your rights. You are also entitled to lodge a complaint with the National Supervisory Authority.

#### **IV. Cookie Policy**

Our website, like almost all other websites, uses cookies to provide you with the best possible experience when using the site. Cookies are small text files stored on your end device (e.g., computer, tablet, smartphone) that can be read by our teleinformation system. Cookies allow us to:

- Ensure the proper functioning of the website,
- Improve the speed and security of using the website,
- Enhance the features available to you on the website,
- Use analytical tools,
- Use marketing tools,
- Display videos from YouTube on the website,
- Provide social media features.

We use cookies to ensure a comfortable use of the website. The following third-party cookies may operate within our website:

- Google Analytics
- Google Tag Manager
- Google AdWords
- Google AdSense
- Facebook Custom Audiences
- Facebook, Twitter, LinkedIn, Pinterest

During your first visit to the website, you are shown information about the use of cookies. Accepting and closing this information means that you consent to the use of cookies in accordance with the provisions of this privacy policy. You can always withdraw your consent by deleting cookies and changing cookie settings in your browser. However, please note that disabling cookies may cause difficulties in using the website, as well as many other websites that use cookies.

Cookies are IT data, in particular text files, that are stored in the end device of the Service User and are intended for use on the Service's web pages. Cookies usually contain the name of the website from which they originate, the time they are stored on the end device, and a unique number.

**What do we use cookies for?** Cookies are used for:

- Adjusting the content of the Service's web pages to the User's preferences and optimizing the use of web pages,
- Recognizing the Service User's device and appropriately displaying the website tailored to their individual needs,
- Creating statistics that help understand how Service Users use the websites, which allows improving their structure and content.

**What types of cookies do we use?** Within the Service, two basic types of cookies are used: "session" cookies and "persistent" cookies. "Session" cookies are temporary files that are stored on the User's end device until logging out, leaving the website, or turning off the software (web browser). "Persistent"

cookies are stored on the User's end device for the time specified in the cookie parameters or until deleted by the User. Cookies used by the Service operator's partners, including, in particular, website users, are subject to their own privacy policies.

**Do cookies contain personal data?** Cookies used in the Service do not store any personal data.

**Managing cookies:** In many cases, the software used to browse websites (web browser) allows cookies to be stored on the user's end device by default. Service users can change their cookie settings at any time. These settings can be changed to block the automatic handling of cookies in the web browser settings or to inform about each placement of cookies on the user's device. Detailed information on the possibilities and methods of handling cookies is available in the software settings (web browser).

- Mozilla Firefox: <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>
- Internet Explorer: <https://support.microsoft.com/en-us/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ede5947fc64d>
- Google Chrome: <https://support.google.com/chrome/answer/95647>
- Safari: <https://support.apple.com/en-is/guide/safari/sfri11471/16.0/mac/11.0>
- Opera: <https://help.opera.com/en/latest/web-preferences/#cookies>

Detailed information on the possibilities and methods of handling cookies is available in the software settings (web browser). Restrictions on the use of cookies may affect some functionalities available on the Service's web pages.

We use analytical tools, such as Google Analytics, which collect anonymous information about your site visits, such as:

- Subpages you viewed,
- Time you spent on the site,
- Transitions between subpages. This involves the use of Google cookies.

**Facebook Plugins** Our website contains plugins for the Facebook social network, Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA. Facebook plugins can be recognized by the Facebook logo or the "Like" button on our site. For an overview of Facebook plugins, see <https://developers.facebook.com/docs/plugins/>.

When you visit our site, a direct connection is established between your browser and the Facebook server via the plugin. As a result, Facebook can receive information about your visits to our site from your IP address. If you click the Facebook "Like" button while logged into your Facebook account, you can link the content of our site to your Facebook profile. This allows Facebook to associate visits to our site with your user account. Please note that as the operator of this site, we have no knowledge of the content of the data transmitted to Facebook or how Facebook uses this data. For more information, see Facebook's privacy policy at [https://www.facebook.com/privacy/policy/?entry\\_point=data\\_policy\\_redirect&entry=0](https://www.facebook.com/privacy/policy/?entry_point=data_policy_redirect&entry=0).

If you do not want Facebook to associate your visit to our site with your Facebook account, please log out of your Facebook account.

**LinkedIn Plugin** Our site uses functions from the LinkedIn network. The service is provided by LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA.

Each time you access one of our pages containing LinkedIn features, a direct connection is established between your browser and the LinkedIn servers. LinkedIn is informed that you have visited our website from your IP address. If you use the LinkedIn "Recommend" button and are logged into your LinkedIn account, LinkedIn can associate your visit to our site with your user account. Please note that as the provider of these pages, we have no knowledge of the content of the data transmitted or how LinkedIn uses it.

For more information, see LinkedIn's privacy policy at <https://www.linkedin.com/legal/privacy-policy>.

**Google Maps** This site uses the Google Maps service via an API. It is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

To use Google Maps, it is necessary to save your IP address. This information is usually transmitted to a Google server in the USA and stored there. The provider of this site has no influence on this data transfer.

The use of Google Maps is intended to make our website more attractive and to facilitate the location of places indicated by us on the website. This constitutes a legitimate interest under Art. 6 (1) (f) GDPR.

More information on how user data is processed can be found in Google's data protection declaration at <https://policies.google.com/privacy?>.

### **Server Logs**

Using the website involves sending queries to the server where the site is hosted. Each query directed to the server is recorded in the server logs. The logs include, among other things, your IP address, the server date and time, information about the web browser and operating system you are using. The logs are stored on the server. The data recorded in the server logs is not associated with specific individuals using the service and is not used by us for your identification. Server logs are used solely for the purpose of administering the website, and their content is not disclosed to anyone except those authorized to administer the server.

### **V. Role of the Privacy Policy and its Changes**

This policy is informational and does not replace legal regulations. If changes to the policy are necessary, the modified version will be available on our website. We are happy to answer any questions you may have. You can find the necessary contact details below:

Data Protection Officer:  
Email: [daneosobowe@grupaaterima.pl](mailto:daneosobowe@grupaaterima.pl)  
ATERIMA Europe Sp. z o.o. sp. k.  
30-644 Kraków  
ul. Puzkarska 7m