

Ladies and Gentlemen,

In accordance with the General Regulation on the Protection of Personal Data of April 27, 2016 (hereinafter referred to as "GDPR"), we would like to inform you that:

#### 1. Personal data administrator:

The administrator of your personal data is Hotel Swing Sp. z o.o. with its seat in Krakow (hereinafter referred to as "ADO"), address: ul. Dobrego Pasterza 124, 31-416 Kraków.

ADO has appointed a Personal Data Protection Inspector, whom you can contact in case of any questions or comments regarding the processing of your personal data and your rights under the provisions on the protection of personal data. Contact details e-mail address: [inspektor@hotelswing.pl](mailto:inspektor@hotelswing.pl)

#### 2. Purposes of personal data processing:

ADO processes your personal data in order to recruit job candidates.

#### 3. Legal basis for processing and the obligation to provide data:

ADO will process your personal data during recruitment and after its termination on the basis of:

- art. 6 sec. 1 lit. b) GDPR, as an action aimed at concluding a contract,
- art. 6 paragraph 1 lit. f) GDPR, as a legitimate interest, e.g. in the event of a possible determination, investigation or defense of claims,

(Providing your personal data in the basic scope in your CV is voluntary, but their absence will make it impossible to recruit).

ADO may process your personal data during recruitment based on:

- art. 6 paragraph 1 lit. a) GDPR, as a voluntary consent
- to process a wider range of data from your CV addressed to ADO for the purpose of recruitment

or

- to keep your personal data from the CV addressed to ADO for the purpose of future recruitment.

Consents are voluntary, but their absence will make it impossible to recruit based on a wider range of data provided by you in your CV or to process them for the purposes of future recruitment.

Personal data will be processed on the basis of consents only for the purposes of their issuance and for the period for which they were granted. Each of the consents may be withdrawn at any time by sending a message to the following address: [inspektor@hotelswing.pl](mailto:inspektor@hotelswing.pl). Withdrawal of each consent will result in the immediate cessation of the processing of your personal data in this regard by ADO. Withdrawal of consent does not affect the lawfulness of the processing that took place until the withdrawal.

ADO may process your image as part of monitoring in public areas of the Hotel (inside the facility and around its surroundings) for the purposes of ensuring the safety of persons and property pursuant to art. 6 sec. 1 letter f of GDPR.

Lack of acceptance of image processing in the area of monitoring above you will not be able to participate in the recruitment process in this facility.

#### 4. Information on the categories of recipients of personal data:

Your personal data may be shared to:

- external service providers in the field of technical, organizational and legal services provided for ADO (in particular to suppliers and entities specialized in providing technical support for ICT systems);
- entities authorized under the law.

#### 5. Transfer of personal data to a third country or an international organization:

ADO does not transfer your personal data to recipients located outside the European Economic Area (European Union countries and Iceland, Norway and Liechtenstein).

#### 6. The period for which personal data will be stored:

ADO will store your personal data for the required period of storage of documentation from the recruitment procedure, but not longer than one month from the date of recruitment on the above-mentioned position, unless

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there is a situation justifying the need to establish, investigate or defend against claims - then the data storage time is determined for a period appropriate to the situation, but not longer than 3 years.

If you are invited to enter into a contract as a result of the recruitment procedure, personal data will still be processed by ADO, but on a different legal basis and ADO will then update your information obligation in this regard.

If you give a separate and voluntary consent to further data processing in future recruitments conducted by ADO, their scope will be retained until your consent is withdrawn.

Image - as part of monitoring in the hotel's public areas - data in this regard are automatically overwritten and stored for up to 30 days, after which they are deleted, subject to situations requiring investigation, due to incidents of violation of the safety of persons and property. For such exceptional situations, the processing of monitoring data will take place adequately to the circumstances and legal requirements.

## 7. Rights of the data subject:

You have the right to access your data and the right to rectify incorrect data, supplement incomplete data, delete data - after the expiry of the period required by law to retain documentation, limit processing and the right to transfer data provided to ADO, as well as the right to object to data processing .

You have the right to withdraw your voluntary consents at any time by sending a message to the following address: inspektor@hotelswing.pl. Withdrawal of each consent will result in the immediate cessation of the processing of your personal data in this regard by PDC. Withdrawal of consent will not affect the lawfulness of the processing that took place until the withdrawal.

You have the right to lodge a complaint with the supervisory authority (PUODO).

## 8. Information on automated decision making:

You will not be subject to decisions made in an automated manner (without human intervention). Your personal data will also not be used for profiling in this regard.