

# Privacy information

## EU-People Polska sp. z o.o.

At EU-People Polska sp. z o.o. we respect our temporary employees, clients and colleagues and their privacy. In the context of our commitment to quality and integrity, data protection and security are one of our highest priorities. Our professional organization aims to provide as much transparency as possible about what we do with personal data and why we do this. If you provide us with personal data, then EU-People Polska sp. z o.o. will be regarded as responsible within the meaning of the AVG regarding personal data. EU-People Polska sp. z o.o. is based at ul. Krakowska 39, 45-075 Opole and is registered with the Chamber of Commerce under number 0000340941.

## Processing of personal data of registrations and employees

If you request information from EU-People Polska sp. z o.o., we will ask you for information such as your name, telephone number or e-mail address. Privacy information will not be provided to you by telephone.

If you respond to a vacancy, EU-People Polska sp. z o.o. also asks for additional information, such as your date of birth, nationality, gender, details of your driving license, your CV, your work preferences and your functional suitability to perform certain types of work.

To get a completely relevant picture of candidates we can consult other sources such as the internet. We will share the results with you to prevent us from getting a wrong or irrelevant impression of you.

We also check references of candidates, but not before they have been informed (verbal) about this in advance. We can also ask for additional information, requested or required by hirer, such as certificates or a VOG.

At the moment you start working for EU-People Polska sp. z o.o. or our sister companies: EU-People BV or EU-FleXXforce BV, or already work, or have worked, we will also process personal data required in the context of the personnel and salary administration, such as BSN, data about your identity document, bank details, any work permit, hours worked and other required data.

This data can be passed on to our sister companies EU-FleXXforce BV and EU-People BV, our business partners and subcontractors (for example data processors), who provide services on its behalf, and in all other cases where EU-People Polska sp. z o.o. may be obliged to do so. We can also place your name on planning lists, among other things to enable you to make agreements about (sustainable) traveling together to and from your workplace.

Our systems do not use fully automated profiling / decision-making.

## Processing of personal data of business relations

Personal data of business relations contains contact details of suppliers, vendors, employees of clients, referees and any other agency with which we maintain a business relationship.

EU-People Polska sp. z o.o. processes this personal information for making offers or providing information about the services and other activities and to maintain a business relationship or to conclude and maintain an agreement.

We provide, among other things, the following personal details of business relations: names, contact details and functions of contact persons. EU-People Polska sp. z o.o. can pass on the personal data obtained from its business relations if this is necessary to achieve the

objectives of the business relationship or for the benefit of mediation. This data can be passed on to our sister companies EU-FleXXforce BV and EU-People BV, to applicants or candidates, business partners and subcontractors (for example data processors), who provide services on its behalf, and in all other cases where EU-People Polska sp. z o.o. may be obliged to do so.

## Purposes

EU-People Polska sp. z o.o. may process personal data in order to:

- to comply with legal obligations, including tax obligations, social security obligations and reintegration obligations;
- respond to questions and comments;
- to be able to approach you for marketing purposes and information about us;
- be able to assess your suitability for mediation into (temporary) work or an assignment;
- to enter into and execute an employee or brokerage relationship and the associated employment conditions;
- manage and maintain the personnel and brokerage administration;
- enter into and execute an agreement with a client;
- promote your personal development and employability through education and training;
- to be able to call upon any claims for benefits;
- be able to arrange company medical care or company social work;
- to provide housing;
- to carry out audits;
- to deal with complaints and disputes;
- to provide the necessary insurance policies.

The processing of your personal data takes place based on legal obligation, in implementation of the agreement that we enter into or have entered into with you, or based on the legitimate interest of EU-People Polska sp. z o.o. to be able to execute its services as efficiently and customer-friendly as possible.

## Third parties

For the aforementioned purposes we can make use of the services of third parties to whom your personal data can be provided in that context. Consider, for example, our IT suppliers, pension provider or telecom service providers. EU-People Polska sp. z o.o. can also pass on your personal data to its clients or to our sister companies EU-FleXXforce BV and EU-People BV. It goes without saying that your privacy will be treated with the utmost care for these benefits.

If EU-People Polska sp. z o.o. is obliged to do so on the basis of law or regulations, your personal data may be provided to competent authorities and governmental authorities in Holland and abroad. Your personal data will not be sold or rented for commercial purposes.

## Storage period

The retention periods we use are in accordance with the legal custody and retention periods, such as the fiscal retention obligation, or longer if necessary for the settlement of disputes.

## Security

EU-People Polska sp. z o.o. pays utmost attention to the security of your personal data, in order to prevent unauthorized access to it. We apply a strict security policy that is periodically evaluated and adjusted if necessary. We only provide personal information if we are convinced that the recipient is entitled to do so. By telephone we only provide personal information (for example to the authorized office) in very exceptional cases, after a very thorough verification of the recipient. When providing personal data, we take the highest possible security.

## Cookies

EU-People Polska sp. z o.o uses cookies on its website. Cookies are text files that are stored on your computer or mobile devices when you visit the website. Functional cookies are placed via the website of EU-People Polska sp. z o.o. These are cookies that ensure that the website functions properly. These cookies are used, for example, to remember information that you enter when registering as a job-seeker, applying for a vacancy or registering for a newsletter. Functional cookies are also used to read your browser settings to get the website on the screen in the right way.

The social media buttons on the website only contain links to the relevant social media pages. No personal data will be processed by EU-People Polska sp. z o.o by means of these buttons. If you click on a social media button, your personal data will be processed by the relevant social media service.

## Your rights

You have the right to request EU-People Polska sp. z o.o in writing for:

- access to your personal data;
- a copy of the personal data that we process from you.
- Preparing your personal data in our portal for data portability.

Your request will be handled by EU-People Polska sp. z o.o within four weeks.

If it appears that the personal data processed by EU-People Polska sp. z o.o contain inaccuracies, you can request EU-People Polska sp. z o.o to improve or supplement this data.

You have the right to request EU-People Polska sp. z o.o to protect your personal data. You have the right to request EU-People Polska sp. z o.o to delete your data. We will, as far as technically possible, remove the data (except the data we legally obliged to keep) from our systems. You can object at any time to the processing of your personal data for marketing purposes.

Requests based on the right of inspection, correction, removal or objection can be addressed in writing (with reference to your full name + date of birth + signature) to:

EU-People Polska sp. z o.o  
ul. Krakowska 39  
45-075 Opole

If you have complaints about the processing of your personal data by EU-People Polska sp. z o.o. you can report this to us (+48 (77) 453 76 00 – [info@eu-people.pl](mailto:info@eu-people.pl)) or you can submit a complaint to the Authority Personal data.