

# PRIVACY POLICY

## I. General Provisions

Using our website is anonymous, this changes only if you voluntarily provide us with your data. The administrator takes special care to protect the privacy of data subjects, and in particular ensures that the data collected by him are processed in accordance with the law, collected for specific, lawful purposes and not subjected to further processing inconsistent with these purposes, factually correct and adequate in relation to the purposes for which they are processed and stored no longer than it is necessary to achieve the purpose of processing. Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation data "GDPR") and pursuant to art. 20 sec. 1 of the Act of 18 July 2002 on the provision of electronic services (Journal of Laws of 2013, item 1422) and pursuant to art. 173 of the Act of July 16, 2004 Telecommunications Law ( i.e. Journal of Laws of 2014, item 243, as amended ) SGP - Sorting Group Poland Sp. z o. o. introduces this Privacy Policy, in particular as part of the website and in connection with the provision of recruitment services for candidates who are looking for a job.

## II. Personal data

1. The administrator of Personal Data is SGP - Sorting Group Poland Sp. z o. o. with its registered office in Częstochowa, ul. Legionów 92, 42-202 Częstochowa, NIP: 9492069403, REGON: 240833412; Headquarters: tel. 34 3613118, e-mail contact: [sgp@sgpgroup.eu](mailto:sgp@sgpgroup.eu);

2. The Administrator has appointed a Data Protection Officer who can be contacted at the address of the Administrator's registered office or at the following e-mail address: [iodo@sgpgroup.eu](mailto:iodo@sgpgroup.eu);

3. Data processing and the basis for processing.

### Candidates' personal data.

If you are a job candidate and you send us your CV, we will process the personal data you provide in the form of your name, address, telephone number and additional information that you will include in your CV (your photo, information about your interests or other information that has not been indicated in the Labor Code), they will be processed in connection with your consent to the processing of these data pursuant to art. 6 sec. 1 letter a) of the Regulation. Such consent may be included in the content of the CV.

Notwithstanding the foregoing, we may also process your personal data for the purpose of pursuing possible claims or defending against claims or counteracting actions inconsistent with applicable law as the legitimate interest of the Personal Data Administrator (Article 6(1)(f) of the Regulation).

### Personal data of visitors to the website.

✓ We may also process your personal data when you visit our website or visit our fanpage in social media. The processing of personal data in this respect may include: data about your device, web browser, Internet service provider, IP address, data related to your social media account (name, surname, image) as well as data stored in cookies .

✓ We may also process your personal data when you contact us via the data on our website, such as e-mail address, telephone number provided, chat launched as part of the website.

✓ We also process your personal data when you contact us via social media, e.g. chat on Facebook or LinkedIn .

In each of the above cases, the basis for the processing of personal data is the legitimate interest of the Personal Data Administrator (Article 6(1)(f) of the Regulation), which includes:

✓ Maintaining the SGP website, ensuring the proper operation of this website, preventing errors and malfunctions;

✓ Website traffic analysis

- ✓ Possibility of establishing contact between persons visiting the SGP website and representatives of the SGP
- ✓ Maintaining the SGP fanpage as part of social networking sites and conducting marketing activities regarding the Administrator's activities;
- ✓ Enabling people visiting the SGP website and fanpage to contact SGP via social media.

#### 4. Period of storing personal data.

The storage period depends on the purpose of processing. It may result from legal provisions, if they constitute the basis for processing. In the case of personal data processing in recruitment processes, personal data will be processed for a period not longer than 3 years from the moment of consent to their processing or until the consent is withdrawn. In the case of personal data processing based on the Administrator's legitimate interest (e.g. security reasons), the data will be processed for a period enabling the implementation of this interest or until an objection to data processing is raised. The processing period may be extended in a situation where processing is necessary to establish or pursue claims or defend against claims, and after this period only in a situation and to the extent required by law.

#### 5. Sharing personal data.

- ✓ Personal data may be made available to entities providing services at the request of the Administrator and on his behalf, e.g. in the field of IT services or marketing services. The administrator will make them available on the basis of a contract for entrusting the processing of personal data or another legal instrument in accordance with art. 28 of the Regulation.
- ✓ In justified cases, data may be made available to entities authorized to obtain them under applicable law, e.g. law enforcement authorities on the basis of a request based on an appropriate legal basis (e.g. for the needs of pending criminal proceedings).
- ✓ Personal data may be made available to external entities other than those authorized by law, in the event of voluntary consent to their disclosure, when the obligation to disclose results from legal provisions or when the disclosure serves the purpose of protecting the Administrator's rights or settling disputes.

#### 6. Transfer of personal data outside the European Economic Area (EEA).

The data controller does not transfer data outside the European Economic Area, subject to the transnational nature of data flow within Facebook or LinkedIn, with the use of Facebook and LinkedIn contractual clauses approved by the European Commission and decisions of the European Commission stating an adequate level of data protection in relation to specific countries in accordance with the rules set out by Facebook at <https://www.facebook.com/about/privacy> and by LinkedIn at: [https://pl.linkedin.com/legal/privacy-policy?trk=homepage-basic\\_footer-privacy-policy#share](https://pl.linkedin.com/legal/privacy-policy?trk=homepage-basic_footer-privacy-policy#share).

#### 7. The person corresponding with SGP Outsourcing Company has the right to:

- access to content or receive a copy of your data,
- request correction, deletion or limitation of data processing,
- objection to the processing of data to the extent that the basis for processing is the legitimate interest of the Administrator,
- withdrawal of consent (if granted), while the activities performed before its withdrawal remain valid,
- lodge a complaint with the supervisory authority competent for the protection of personal data, if the User finds that his data is processed in violation of the Regulation.

7. Providing personal data by the User is voluntary, but it may be necessary to conduct and maintain correspondence and achieve the assumed goals (e.g. related to the recruitment process).

#### 8. Personal data will not be used for automated decision making or profiling.

### III. Cookies and other internet technologies

#### Information on cookies

For your convenience, this website uses cookies and similar technologies, including in order to adapt the website to the needs of users and for statistical purposes.

The parameters of cookies allow only the server that created them to read the information contained therein. The computer will share the information contained in " cookies " only with the website from which they come. They are intended to enable the server to remember individual information about the Internet connection session. The use of cookies and similar technologies is also aimed at adapting the website to the needs of users and for statistical purposes.

You can change cookie settings in your web browser . If you do not change these settings, you accept the cookies used on the [www.sgpgroup.eu](http://www.sgpgroup.eu) website .

Cookies are small text files sent by the website visited by the Internet user to the Internet user's device

The [sgpgroup.eu](http://sgpgroup.eu) website uses or may use (depending on which subpage the user is on) **performance cookies** , i.e. used to collect information on how to use the website to make it work better, and **functional cookies** , i.e. allowing to "remember" about user settings ( e.g. language, font size). These include, among others:

**cookies google-analytics.com** - statistics for the [sgpgroup.eu](http://sgpgroup.eu) website

**cookies related to the plugin " AddThis Social bookmarking Widget "**, which is used to easily share content via social networking sites (<http://www.addthis.com/privacy/privacy-policy#publisher-visitors>).

**session cookies** (they expire after the end of the session)

**advertising cookies** , e.g. of the OpenX system

**system cookies** - related to comments and the voting system, and other website additions that may be present in order to interact with the user.

websites from which we present the materials may also use cookies that enable logging in and serve to deliver advertisements corresponding to the user's preferences and behavior on the Internet . In particular, such cookies are:

**On youtube.com** - containing user preferences and click counter (described in the privacy policy <http://www.google.pl/intl/pl/policies/privacy/>)

**On the player.vimeo.com and av.vimeo.com websites** - allowing you to log in, as well as cookies placed by advertisers that make the displayed advertisements dependent on the user's behavior (the cookie policy is available at [http://vimeo.com/cookie\\_policy](http://vimeo.com/cookie_policy) ).

The administrator enables social plug-in providers to use cookie mechanisms on the website. Remember that when logging in to a given website, you should read the privacy rules for portals:

- Facebook plugin (<https://www.facebook.com/about/privacy>)
- LinkedIn plugin ([https://pl.linkedin.com/legal/privacy-policy?trk=homepage-basic\\_footer-privacy-policy](https://pl.linkedin.com/legal/privacy-policy?trk=homepage-basic_footer-privacy-policy)).

After clicking on the plug-in icon available on our website, you will be transferred to the SGP- Sorting social profile Group Poland sp. z o. o. Using the profile will be possible after logging in to your social account. After successfully logging in, the plug-in will be launched - until then the plug-in will remain inactive.

#### How can the user set the level of protection against cookies in his browser?

level of protection against cookies in your web browser - up to the complete blocking of cookies . This increases the level of security and data protection, but may also prevent some functions.

## **Google Chrome**

In the "Settings" tab of the menu in the upper right corner, click "Show advanced settings". In the "Privacy" section, click "Content Settings". In the "Cookies" section, you can change the following cookie settings:

- Deleting cookies
- Blocking cookies by default
- Allow cookies by default
- Default retention of cookies and site data until browser is closed
- Specifying exceptions for cookies from specific sites or domains

More information can be found at:

<http://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647>

## **Internet Explorer**

From the browser menu, click the "Tools" tab. Then select the "Internet Options" and "Privacy" tabs. Use the slider to set the protection level and confirm the change with the "OK" button.

More information can be found at:

<http://www.microsoft.com/pl-pl/security/resources/cookie-what-is.aspx>

## **Mozilla Firefox**

From the browser menu, select the Tools tab, then the "Options" and "Privacy" tabs. Activate the Firefox program : "will use user settings" box.

The cookies ( cookies ) are decided by clicking or not clicking the "Accept cookies" item.

More information can be found at:

[http://support.mozilla.org/pl/products/firefox?as=u&utm\\_source=inproduct](http://support.mozilla.org/pl/products/firefox?as=u&utm_source=inproduct)

## **Opera**

From the browser menu: Tool > Preferences > Advanced.

Cookies are determined by selecting - or not - the Cookies item.

More information can be found at: <http://help.opera.com/Linux/9.22/pl/cookies.html>

## **Safari**

In the Safari drop-down menu, you need to select Preferences and click on the "Security" icon. In this tab, select the security level in the "Accept cookies" area.

More information can be found at: <http://www.apple.com/pl/privacy/use-of-cookies/>

Please be advised that limiting cookies or disabling access to cookies to your device may limit the convenience of using our website, prevent the use of parts of the website or services, or prevent the display of some information addressed to the website user.

Our Privacy Policy is reviewed and, if necessary, updated on a regular basis. The current version of the Privacy Policy is effective from November 17, 2022.