

## INFORMATION CLAUSE FOR INTERNS

date of revision: 2024-06-30

You are also provided this information in the abridged or full version of the information obligation given to you in the direct communication at first contact.

### CONTROLLER OF PERSONAL DATA

The controller (administrator) of your personal data is TALEX S.A. with its registered office at ul. Karpia 27d, 61-619 Poznań, NIP: 782-00-21-045, REGON 004772751; hereinafter: the Administrator or Us.

### CONTACT US REGARDING PERSONAL DATA

Would you like to notify us of a breach of protection of your personal data or send us a request concerning your rights as a data subject? Do you have questions or concerns about the protection of your personal data?

Contact information of the Data Protection Officer of TALEX:

E-mail: [iod@talex.pl](mailto:iod@talex.pl)

Address: TALEX S.A. ul. Karpia 27d, 61-619 Poznań, with reference "IOD".

### PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

Your personal data will be processed for the purposes:

1. *to document the apprenticeship, in particular the evaluation of the apprenticeship programme and the course of the apprenticeship, based on the legitimate interest of Talex S.A. - in accordance with Article 6(1)(f) of GDPR,*
2. *for the purposes of evaluating the apprenticeship programme and promoting participation in the apprenticeship as part of the so-called employer branding of Talex S.A. - in accordance with Article 6(1)(f) of GDPR,*
3. *establishing, asserting, or defending against claims, under Article 6(1)(f) of GDPR, i.e., to pursue the legitimate interest of the Administrator consisting of assessing the risk of claims being brought against us and defending against them.*

### DATA SOURCES

Your personal data is acquired:

1. directly from you;
2. from another source you have indicated, e.g. a previous employer, an online service such as LinkedIn.

### DATA COLLECTION RULES

When conducting recruitment processes for internships:

1. **contact information:** first and last name, address, e-mail address, phone number;
2. **information provided in the application:** your career and employment history, date of birth, image, education, skills, language skills and any other information that will be included in your application;
3. **other data:** any information you choose to share with us during the recruitment processes and that we generate in connection with your application.

It cannot be ruled out that special categories of data (within the meaning of Article 9 of the GDPR), e.g. health information, will appear in the process, but we will only process this if you provide such data yourself with your application.

In addition, we can obtain the following information during the internship:

1. **competency assessment:** we can generate evaluative information and opinions about your candidacy on the basis of your application and observations made during the recruitment process, or we can ask you to submit to an assessment of your competences, your skills, your character traits or your cognitive abilities.

### PERIOD OF DATA PROCESSING

We will process your personal data for the duration of the internship and thereafter keep it for the period during which any claims by either party can be made, i.e., 6 months from the date of application.

### DATA RECIPIENTS

Your personal data may be made available to the following categories of entities:

1. trusted subcontractors, in particular entities providing and maintaining selected IT systems and solutions (including hosting, development and maintenance of IT systems and websites, and providers of IT systems supporting the recruitment process in question),
2. to courier and postal services providers,
3. debt collectors and law firms.

Your personal data may be transferred outside the European Economic Area within the framework of the Administrator's use of IT solutions and systems provided by other entities, which may store personal data on servers located outside this area (including the United States) or within the framework of the Administrator's provision of business-related services - to the extent necessary for their performance, the basis for such transfer may be a decision of the European Commission stating an adequate level of protection or the application of appropriate legal safeguards, which are in particular standard contractual clauses for the protection of personal data approved by the European Commission.

### **GRANTED RIGHTS**

In relation to the processing of your personal data by the controller, you have the right to:

1. access your personal data,
2. rectify your personal data,
3. erase your personal data,
4. restrict the processing of your personal data,
5. object to the processing of your personal data,
6. withdraw consent.

You have the right to lodge a complaint to the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.

### **ADDITIONAL INFORMATION**

The provision of personal data is voluntary but necessary to participate in the internship.

There is no automated decision-making, including profiling, in the processing of personal data.