



Information on the processing of personal data by IZOBLOK S.A.

1. Who is the controller of your personal data?

The controller of the personal data (hereinafter referred to as “**Data**”) processed by us in connection with conducting business activity is IZOBLOK S.A. with its registered office in Chorzów (41-503), ul. Legnicka 15, hereinafter referred to as the **Controller** or **IZOBLOK**.

IZOBLOK is a member of the IZOBLOK Capital Group. A list of all the companies of the IZOBLOK Group can be found here [<https://www.izoblok.pl/o-izoblok#gkizoblok>].

The data are processed in accordance with the current regulations, including the General Data Protection Regulation (GDPR)¹.

Data shall mean all information about an identified or identifiable natural person. An identifiable natural person is a person who can be directly or indirectly identified, in particular on the basis of an identifier such as name, identification number, location data, internet identifier or one or more specific factors determining physical, physiological, genetic, psychological, economic, cultural or social identity of a natural person.

2. How do we process the Data?

IZOBLOK takes special care to protect the interests of data subjects, and in particular ensures that the Data collected are:

- processed lawfully, fairly and transparently for the data subject;
- collected for specified, explicit and legitimate purposes and not further processed in a way incompatible with those purposes;
- adequate, relevant and limited to what is necessary for the purposes for which they are processed;
- correct and updated as necessary;
- kept in a form which permits identification of the data subject for no longer than is necessary for the purposes for which the Data are processed;
- processed in a manner ensuring adequate security of the Data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. When do we process the Data?

We process the Data in many situations. These may include situations where you have provided us with your Data personally through various channels of communication (e.g. by submitting your application, sending an enquiry/offer by e-mail or telephone) or as part of our cooperation in signing or performing a contract, but also where we have obtained your Data from other sources (e.g. from a company with which you do business that is our contractor/customer).

¹ 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 the repeal of Directive 95/46/EC



4. Data processing in connection with business relations and contact.

What Data do we process in connection with business relations and contact?

As the Controller, we process the Data of our business partners (investors, contractors), their attorneys, employees/ associates, the Data of other persons provided to us as part of the performance of contracts, as well as other persons establishing contact with us via telephone or e-mail.

In connection with our business relations and contact, we may process the following Data: Identification Data, Contact details, Job Data, Data on professional qualifications and other Data provided to us in connection with cooperation or contact.

We collect these Data directly from data subjects as well as from other persons, e.g. their employers/clients.

What is the purpose and basis of Data processing in connection with business relations and contact?

In connection with your business relations and contact we process the Data for the following purposes:

- to establish cooperation;
- to conclude and perform a contract;
- to settle contracts;
- to respond to any enquiries or requests made and conduct further correspondence / contact in this respect;
- marketing and contact for other IZOBLOK information and services;
- to defend against potential claims and to make claims, if any.

The basis for the processing of the Data by IZOBLOK is:

- the necessity to perform a contract or to take actions prior to its conclusion at the request of the data subject;
- the fulfilment of legal obligations imposed on the Controller;
- the Controller's legitimate interest in the form of marketing the Controller's or third party's products and services, contact, including correspondence, and defence against potential claims.

Providing the Data is voluntary, however, it may be necessary to conclude or perform a contract or to answer an enquiry or to conduct correspondence.

How long will the Data be processed in connection with business relations and contact?

The Data collected for the purpose of concluding and performing a contract will be processed for the duration of the contract and then until the expiration of the statute of limitations for possible claims.



The Data of persons who have contacted IZOBLOK will be processed for the period necessary to provide a reply and possibly to conduct correspondence, and then until the expiration of the statute of limitations for possible claims.

Who is the recipient of the Data in connection with business relations and contact?

The Data processed by us in connection with business relations and contact may be transferred to other companies of the IZOBLOK Group, our business partners and other our business partners supporting us in the organisation of work, IT services, marketing, correspondence handling and providing advisory, consulting, audit, legal, tax or accounting services.

5. Data processing in connection with recruitment.

a. What Data do we process in connection with recruitment?

As the Controller, we process the Data of applicants submitted through all available recruitment channels, including in particular all Data submitted to us as part of the application and collected as part of the recruitment process.

In connection with the recruitment process we may process the following Data (the processing of certain Data may be subject to your consent): Identification Data, Contact details, Education data, Skills and past employment Data, Data on qualifications and other Data provided to us during the recruitment process.

b. What is the purpose and basis of Data processing in connection with recruitment?

In connection with recruitment, we process the Data for the following purposes:

- to consider the application and to carry out the recruitment process and, if agreed, for future recruitment or recruitment within the IZOBLOK Group;
- to defend against potential claims and to make claims, if any.

The basis for the processing of the Data by the Controller are the provisions of the applicable law, in particular the Labour Code and executive acts, and to a greater extent than specified in these provisions and in respect of future recruitment, your consent.

Providing the Data is voluntary, but it is necessary to carry out the recruitment process and to establish possible further cooperation.

b. How long will the Data be processed in connection with recruitment?

The Data will be processed for the purposes set out above for the duration of the recruitment process or future recruitment, and then until the expiration of the statute of limitations for possible claims.



c. Who is the recipient of the Data in connection with recruitment?

The Data processed by us in connection with recruitment may be transferred to other companies of the IZOBLOK Group and entities supporting us in the recruitment process and providing IT services to us.

6. Are your Data transferred outside the European Economic Area (EEA)?

Your Data may be transferred to our contractors located outside the European Economic Area, but only to the extent necessary, in order to fulfil the obligations arising from the agreements between us and our contractors.

Our contractors may, in particular, be based in Serbia. The security of your Data is ensured by our security measures, including standard contractual clauses approved by the European Commission.

You can receive a copy of the security measures for your data transferred to countries outside the EEA by simply contacting us using the contact details above.

7. What rights do you have?

In accordance with the rules laid down in the applicable legislation you have the right to:

- access the Data, including the right to obtain copies thereof;
- require their rectification, erasure or restriction of processing;
- object to the processing;
- transfer them to another controller (to the extent that their processing is based on the necessity to perform a contract or your consent).

If the processing is carried out on the basis of a consent, you have the right to withdraw it at any time without affecting the lawfulness of the processing, which was carried out on the basis of the consent prior to its withdrawal.

In addition, you always have the right to lodge a complaint with the President of the Office for the Protection of Personal Data.

8. Contact:

If you have any questions regarding the processing of your personal data, please contact our DPO at the e-mail address: [rodo@izoblok.pl] or the address for correspondence indicated above.