

## Principles of personal data processing as applicable at P.P.U. NAVA Sp. z o.o. (information clause)

Dear Sir / Madam,

in connection to your accession to the recruitment process, we are obliged to inform you that in the light of the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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), **Przedsiębiorstwo Projektowo-Uługowe "NAVA" Sp. z o.o. based in Gdańsk**, at ul. Marynarki Polskiej 163 in Gdańsk, 80-868, entered into the Register of Entrepreneurs kept by the District Court Gdańsk-Północ in Gdańsk, VII Commercial Division of the National Court Register, under the KRS number: 0000114210, with the share capital: 53.125,00, NIP: 584-030-12-61, REGON: 190593780, [www.nava.com.pl](http://www.nava.com.pl), is the Administrator of your personal data provided during the recruitment process.

The Company processes your personal data only for the purpose of conducting the recruitment process, i.e. in order to:

1. verify your experience and qualifications;
2. keep in touch with you during the recruitment process;
3. inform you about the results of the recruitment process.

The Company processes personal data in the form of name, date of birth, mailing address, e-mail address, telephone number, image captured on the photograph, and education and the course of previous employment under applicable labour law, in accordance with the Art. 6, para. 1, point c of the GDPR).

The transfer of your personal data is voluntary. However, a refusal to provide personal data will prevent the Company from carrying out the recruitment process.

The Company processes your personal data:

- over the duration of the recruitment process,
- throughout the process of verification in order to take legal and extrajudicial actions, in connection with possible claims for a contract of employment.

The Company does not transfer your personal data to anyone.

Your personal data will not be transferred to a third country, outside the European Economic Area or to an international organization.

Your personal data will not be subject to individual decisions resulting from the automated processing of personal data, including profiling.

By providing personal data, you have the right to:

1. rectify (correct) your personal data,
2. request the deletion of data,
3. request a limitation of data processing,
4. access the data,
5. transfer the data to another administrator,
6. object to the manner of data processing.

The indicated authorisations may be exercised by submitting a written application to the Company, personally at the registered office of the Company, via traditional e-mail to the address of the registered office of the Company, or via e-mail to the following e-mail address: [administration@nava.com.pl](mailto:administration@nava.com.pl)

You also have the right to lodge a complaint to the President of the Office for Personal Data Protection, if you consider that the processing of your personal data violates the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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) as well as national provisions.

Yours faithfully,

P.P. U. NAVA Sp. z o.o.