



## **Information clause related to processing personal data for employees**

The collector of your personal data is Dr. Marcus International Sp. z o. o. Sp. K., al. Wojska Polskiego 2c, 62-800 Kalisz, phone number (62)760 07 00, email address [drmarcus@drmarcus.com](mailto:drmarcus@drmarcus.com)

Personal data provided by you in the employee documentation will be processed for recruitment purposes related to employment in the controller's company.

The legal basis for data processing is the compliance with regulations to employ and fulfil the duties under the Labour Code and other acts - for the duration of current employment process and your consent in the scope that is not included in the above legal provisions.

Access to the employee documentation will be available for the human resources department and the Chairman of the Board / a person running a business activity and people "managing the employees" in the company under the authorizations received from the controller.

The controller may entrust the processing of the candidate personal data to a processor providing services for the controller in accordance with signed personal data processing agreement, including: financial and accounting services, human resources, health and safety, property protection companies, other entities in accordance with signed personal data processing agreement (processor) and regarding a legal obligation of the processing – e.g. in the context of occupational medicine and entities under the law authorisation.

**PERSONAL INFORMATION WILL NOT BE TRANSFERRED TO THIRD COUNTRIES**

Your personal data will be processed within employer task accomplishment purposes that are related to employees under the applicable law, including the Act of June 26, 1974. Labour Code. (Journal of Laws of 2016, item 1666, as amended), Act of October 13, 1998 on the social insurance system (Journal of Laws of 2017, item 1778, as amended) and the Regulation of the Labour and Social Policy Minister of May 28, 1996, or such as documentation gathering, employment, and employee personal data files collecting (Journal of Laws of 2017, item 894).

You have the right to access employee documentation, correct and supplement the included information, in this case please contact the controller.

Possible given consents may be withdrawn at any time – in this case please contact the controller.

You have the right to lodge a complaint to the supervisory authority - the President of the Personal Data Protection Office.

**THE CONTROLLER DOES NOT USE AUTOMATED METHODS WHILE MAKING DECISIONS (PROFILING).**