

# PRIVACY POLICY AND DATA PROTECTION

## 1. Who controls your data?

Your personal data Administrator, i.e. the entity who is responsible for your personal data, is Playsoft Sp z o.o. based in Gdańsk, Poland, ul. Grunwaldzka 472B, 80-309 Gdańsk

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

Your personal data will not be shared with third parties.

## 2. What is the legal basis for processing your data?

The legal basis for data processing is:

- ( art. 6 ust. 1 lit. a RODO) based on expressed consent to the processing of personal data
- (art. 6 ust. 1 lit. b RODO) in order to conclude the contract, which you are party to or to take an action on the request of the data subject prior to concluding the contract.
- (art. 6 ust. 1 lit. f RODO) in order to process data for archival purposes (evidence) being legally justified execution of the company's interest by providing information in the event of a legal need to prove facts related to the contract executed for your benefit
- (art. 6 ust. 1 lit. f RODO) for analytical purposes, i.e. correctness and quality of provided services
- (art. 6 ust. 1 lit. f RODO) for the purpose of potential determination, investigation or defense against legal claims being legally justified execution of the company's interest.
- (art. 6 ust. 1 lit. f RODO) for purposes resulting from legitimate interests pursued by the company.

## 3. What data about you do we process?

As a data Administrator, we process data of people applying for an employment via all available recruitment channels. In particular we process all data provided to us as a part of the application and collected as a part of the recruitment process. In context of recruitment, we may process the following data (processing of some data may depend on your consent): identification data, contact details, education data, data about skills and previous employment, data about entitlements and other data provided to us during the recruitment process.

## 4. How do we process your data?

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

- processed in accordance with the law, fairly and transparently for the data subject;
- collected for specific, explicit and legitimate purposes and not processed further in a manner inconsistent with these purposes;
- adequate, relevant and limited to what is necessary for the purposes for which they are processed;
- corrected and updated if necessary;
- stored in a form that allows identification of the data subject for no longer than necessary for the purposes for which the data are processed;
- processed in a manner that ensures appropriate data security, including protection against unauthorized or unlawful processing and accidental loss, destruction or damage, by appropriate technical or organizational measures.

## **5. How do we obtain your data?**

We may receive your personal data from the following sources:

- directly from you;
- from another person (e.g. your friend, who recommends you for a position at Playsoft) ;
- from publicly available sources, such as LinkedIn, Goldenline or recruiting platforms - in such case, we will tell you about it at first contact.

## **6. Why do we process your data?**

PLAYSOFT processes your personal data for the following purposes:

- to conduct the ongoing recruitment processes, and in case of consent for the necessary needs of future recruitment processes;
- to work against discrimination in employment;
- to fulfil legal requirements related to limitation of employing certain people (e.g. foreigners);
- to obtain candidates - searching for candidates in publicly accessible sources in order to initiate contact and invite to recruitment process;
- in applicable cases - to organize travel and accommodation for a candidate during the recruitment process;
- to deal with legal complaints, requests and claims filed in context of recruitment process;
- to conduct a recommend-a-friend programme;
- to fulfil the obligations resulting from the provisions of law, including tax and accounting laws;
- in applicable cases - for the purposes of litigation, arbitration or mediation;
- to document personal data processing, i.e. for accountability purposes as required by General Data Protection Regulation (GDPR)

Providing the Data is entirely voluntary and you have the right to withdraw it at any time but it is necessary to carry out the recruitment process and to establish possible further cooperation.

## **7. How long will we process your personal data?**

Your personal data will be processed as long as needed for the recruitment process purpose, i.e. until the recruitment process ends, and after that for the duration and to the extent required by provisions of law or for Playsoft's legitimate interest in defending against potential claims related to the recruiting process. If you gave us your consent to process your personal data, in particular for the purpose of future recruitment processes, your personal data will be processed until you withdraw your consent.

## **8. What are your rights in regards with data processing?**

Under the terms of the applicable regulations, you have the right to:

- access to your data, including the right to obtain a copy;
- requests for rectification, deletion or limitation of processing;
- object to the processing of data;
- object to the transferring of your data to another administrator
- lodging a complaint to the local data protection authority or to the supervisory body, i.e. the President of the Polish Office of Data Protection - Prezes Urzędu Ochrony Danych Osobowych in Poland
- withdrawal of consent for data processing.

Right to withdraw consent:

You have the right to withdraw your consent to the processing of your personal data at any time.

Withdrawal of consent will not affect the lawfulness of the processing which has been carried out on the basis of your consent prior to its withdrawal.

Right to object data processing:

You have the right to object to the processing of your data at any time based on a legitimate interest. In this case, we will cease to process your personal data for the above purposes, unless we can demonstrate that there are valid legal grounds for the Company in relation to your data that override your interests, rights and freedoms, or your data will be necessary to possible determination, investigation or defense of claims.

## **9. Contact**

If you have any questions regarding the processing of your personal data, please contact us at e-mail address: [administracja@playsoft.fr](mailto:administracja@playsoft.fr)