

PRIVACY POLICY

GLOBETEK spółka z ograniczoną odpowiedzialnością
attaches particular importance to the privacy of the users
using our website and strives to respect it fully.

We make sure that all users know exactly and in detail what data we collect and what options they have to
protect their privacy.

GENERAL INFORMATION

This Privacy Policy sets out the rules for the processing and protection of personal data provided by Users
within the Website located at the domain www.jobtek.eu (hereinafter: "Service") and other data.

For the sake of the security of the data entrusted to us, we have developed internal procedures and
recommendations to prevent data from being made available to unauthorised persons. We monitor their
implementation and continuously check their compliance with the relevant legal acts, in particular
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 95/456/EC (General Data Protection Regulation, so-called "GDPR"); the
Data Protection Act of 10 May 2018 and other applicable acts.

DATA ADMINISTRATOR

The administrator of the personal data is GLOBETEK spółka z ograniczoną odpowiedzialnością with its
seat in Chorzów (41 - 506), at 83 Leśna Street, registered in the Register of Entrepreneurs kept in the
National Court Register by the District Court Katowice-Wschód in Katowice, 8th Economic Department of
the National Court Register, under KRS number: 0000392171, REGON: 242614973, NIP: 634 - 279 - 30 -
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HANDLING AND CONCEPT OF PERSONAL DATA

As the Administrator and provider of the Service, in this document we present information on the
handling of personal data when using our website.

It is crucial in terms of understanding the essence of this policy to know the definition of "personal data",
which we set out below:

Personal data - means information about an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the natural person.

Unless otherwise specified below, the legal basis for the processing of personal data acquired by the Administrator derives from the fact that such acquisition is necessary, in order to enable the functionality of the Service in a manner adequate to the expectations of users, and the provision constituting this basis is Article 6(1)(b) GDPR.

DATA COLLECTION

The Administrator may collect information voluntarily provided by the user, or it may collect anonymised information directly through the use of the Administrator's pages, which processed for the purpose resulting from its function. The data provided in a specific form are processed for the purpose resulting from its function, for example, to process an informational contact.

The provision of personal data is always voluntary, although most of the data collected through the Administrator's website is collected automatically.

In particular, the Administrator processes those data which as provided or left as part of the use of the Administrator's Service.

The provision of personal data required to create a Customer or User account on the Service is voluntary, however, it is a necessary condition for the effective creation of that account and the use of the services provided through the Service. The personal data required to create an account is the data necessary for the performance of the Agreements for the provision of services through the Service, and will be processed for the purpose of performing the aforementioned Agreements.

In the case of creation of a User account within the Service, the Administrator is entitled to process personal data, including that contained in the CV of a User having a User account, and to process such personal data for the purposes of other, future recruitments made by the Operator, only in the event of such consent being given by the aforementioned User. Consent is voluntary and can be revoked at any time, and failure to give it does not affect the possibility of using the Service.

In particular, we may also process data which is left as part of moving around the Service and the website, i.e. data which is left, for example, in so-called cookies. The detailed scope of the data that may be collected by us may vary with respect to individual persons or users, with precise explanations in this regard being provided in this Privacy Policy, or may be the subject of an enquiry addressed to the Administrator directly.

When you access the website of the Service, the browser you use automatically transfers your data to the Administrator's server, which is done for technical reasons to facilitate access to the Service. The scope of the data collected, used and briefly stored is as follows:

- IP address;
- date and time of access;
- time zone difference to Universal Time (GMT);

- the content viewed (particular page, subpage, bookmark, etc.);
- access code status;
- data volume transmitted;
- the page requesting access;
- the browser, language settings, version of the operating system and the browser itself.

The Administrator performs the functions of obtaining information about Users and their behavior in the following ways, among others:

- a) through voluntarily entered information in forms, including the registration form;
- b) Through the collection of so-called cookies;
- c) Through the collection of anonymous data on visited websites, i.e. web statistics.

USE OF CONTACT FORMS

If the Administrator's website provides for the functionality of a contact form, it is possible to contact the Administrator directly through this form. In this respect, data such as name, gender and contact details (e-mail address, telephone number) are provided to the Administrator by the user using it.

The information provided through the contact form is collected, processed and used exclusively to process the specific contact and provide the relevant answers.

Importantly, in order to be contacted, the user may be asked to give separate consent by clicking on the relevant item. Failure to give consent may prevent the Administrator from contacting the user.

PROCESSING OF PERSONAL DATA

Personal data is processed on the basis of the consent voluntarily given by the User and in cases where the law authorises the administrator to process personal data on the basis of legal provisions.

Personal data left within the Service will not be sold to third parties. Data shall only be made available to third parties within the limits of the law. For example, the Data Controller may be obliged to provide the collected information to authorised bodies on the basis of lawful requests within the scope of the specific request.

The legal bases for the processing of personal data by GLOBETEK sp. z o.o. for particular purposes are as follows:

	Processing purposes	Legal basis	Period of data processing
1.	contact with the user, either by e-mail or by using the contact form	Article 6(1)(a) GDPR Voluntary consent	until withdrawal of consent

2.	statistical measurements, including data analysis for website usability, functionality, marketing, marketing of third-party products, if such marketing takes place.	Article 6(1)(a) GDPR Voluntary consent or Art. 6(1)(f) GDPR Legitimate interest of the controller	until withdrawal of consent or until it is notified
3.	own marketing, concerning commercial information, offers, information on ongoing promotions, information on organised workshops, conferences, trainings, training and scientific events or other information concerning the products and services of GLOBETEK sp. z o.o.	Article 6(1)(a) GDPR Voluntary consent	until withdrawal of consent
4.	to process personal data, including that contained in the CV of a User with a User account, and to process such personal data for other, future recruitments by the Operator	Article 6(1)(a) GDPR Voluntary consent	until withdrawal of consent

TRANSFER OF PERSONAL DATA

Personal data may be transferred to other entities, which are referred to as processors. Transfer of data consists of entrusting entities on behalf of their controller to another entity, to the extent that the controller does not process the data itself.

Entrustment of the processing of personal data may occur to entities such as IT service providers, telecommunication service providers or marketing agencies. The entities processing the data, shall only process the data on the basis of a contract with the Controller, in a manner consistent with the instructions and guidelines of the Controller.

Personal data may also be entrusted to any entities authorised to receive them on the basis of applicable laws, including, in particular, law enforcement authorities in the event of a request made by such an authority, supported by an appropriate legal basis, for example in the framework of criminal proceedings conducted by these authorities.

SECURITY OF PERSONAL DATA

We make every effort to maintain the services we provide in a way that protects your information from accidental or intentional destruction or loss. Communication between your computer and the server of our Website, when processing your personal data (within our system) is encrypted using SSL (Secure Socket Layer).

RIGHTS OF DATA SUBJECTS

Every natural person whose data is used by us, including in particular the data of a person whose data is necessary for contact, within the framework of a contact form, has the possibility to take care of the personal data provided. Thus, each individual data subject has a number of rights in relation to the processing of specific personal data, the extent of these rights varying according to the extent to which specific data are processed, what data are used and whether they are processed for other, additional purposes for which separate consent has been given for processing.

Each individual data subject has the following rights:

- the right to obtain any information as to the personal data used, as well as the rights relating to the transfer of personal data;
- The right of access to personal data,
- the right to request the rectification of personal data which is inaccurate;
- the right to request the completion of personal data which is incomplete;
- The right to request the erasure of personal data, this right being available in strictly defined situations, as set out in Article 17 of the GDPR Regulation;
- The right to request the restriction of the processing of personal data, this right being available in the strictly defined situations as set out in Article 18 of the GDPR Regulation;
- the right to receive personal data in a commonly used machine-readable format, e.g. a copy of that data;
- The right to send the personal data received to another controller without any hindrance from the controller;
- The right to object to the processing at any time, this right being available in the strictly defined cases set out in Article 21 of the GDPR Regulation;
- The right to lodge a complaint to the supervisory authority dealing with personal data protection, which in Poland is the President of the Office for Personal Data Protection;
- the right to withdraw consent to the processing of personal data at any time, whereby the right is vested only with regard to such processing which has been carried out pursuant to a separately expressed consent. Consent may be given by e-mail or in the form of a document sent to the e-mail address: rodo@jobtek.eu, as well as by ticking the relevant checkbox. Consent may be withdrawn by e-mail or as a document sent to the e-mail address: rodo@jobtek.eu.

It should be remembered that the withdrawal of consent does not affect the legality of the processing that was carried out on the basis of consent before its withdrawal. This means that the Administrator will not be able to further process the personal data only from the moment of withdrawal of the consent, without affecting the previous processing activities. At the same time, despite the withdrawal of a given consent, it

is possible that they will be subject to further processing and will not be deleted, but only if this is necessary for the purposes resulting from the legitimate interests pursued by the Administrator.

In order to exercise the aforementioned rights, please contact the Administrator, in particular via the electronic address: rodo@jobtek.eu.

USE OF COOKIES AND SIMILAR TECHNOLOGIES

The Service uses so-called "cookies", which identify the browser, in particular to create statistics that help to understand how users of the system use the websites, which allows to improve their structure and content and improve the operation of the system.

Cookies (so-called "cookies") are IT data, in particular text files, which are stored on the User's terminal equipment and are intended for the use of the Administrator's websites. Cookies usually contain the name of the website they come from, the time they are stored on the User's terminal equipment and a unique number. What is very important, cookies do not identify the user and their identity is not established on their basis. Consequently, these files do not contain any personal data.

The entity placing cookie files on the User's end device and gaining access to them is the entity managing the website:

GLOBETEK sp. z o.o. 41-506 Chorzów, 83 Leśna Street.

Cookies are used in order to:

- adapting the content of the websites to the User's preferences and optimising the use of the websites; in particular, these files allow for recognition of the User's device and appropriate display of the website, adjusted to his/her individual needs,
- creating statistics which help to understand how Users use websites, which allows to improve their structure and content,
- provide users with advertising content that is more relevant to their interests,
- to carry out advertising and remarketing campaigns on external advertising networks, in particular the Google advertising network.

Your web browsing software (internet browser) usually allows cookies to be stored on your terminal device by default. It is possible to choose to block cookies or to be informed each time they are placed on your device by selecting the appropriate item in the settings of the browser used. However, if cookies are blocked, some functions may not function properly. Detailed information on the possibility and methods of handling cookies is available in the settings of your software (web browser).

The following types of cookies may be used on the website:

- "necessary" cookies to enable the use of services available on the website, e.g. authentication cookies used for services requiring authentication on the website and security cookies, e.g. used to detect abuse of authentication on the website, as well as cookies that enable "remembering" the User's selected settings and personalizing the User's interface, e.g. with regard to the selected language or region of origin of the User, font size, appearance of the website, etc,
- Cookies placed on the User's terminal equipment and used may also be used by the Administrator's cooperating with the Internet domain operator:
 - statistics systems, in particular Google Analytics, by means of which anonymous (i.e. non-personally identifiable) site visit statistics are carried out; see also the Google Analytics privacy policy, at: (<https://www.google.com/analytics/learn/privacy.html?hl=pl>)

CHANGE OF PRIVACY POLICY

GLOBETEK sp. z o.o. reserves the right to change the above privacy policy by publishing the new privacy policy on the website or by publishing the current privacy policy with changes on the Administrator's pages. The changes may be dictated, in particular, by the development of Internet technology, possible changes in applicable laws on personal data protection and development of our website.

CONTACT

In case of doubts about any of the provisions of this privacy policy, the Administrator remains at the Users' disposal. The following forms of contact with you are possible:

- e-mail: rodo@jobtek.eu
- traditional mail to the address: GLOBETEK sp. z o.o., 41-506 Chorzów, 83 Leśna Street,
- phone: +48 32 351 29 60