

## **INFORMATION CLAUSE**

applicable to the recruitment processes in Basell Orlen Polyolefins Sp. z o.o.

If you are interested in applying, please send your CV and cover letter in the reply to a particular job advertisement to the following e-mail address: [rekrutacja@basellorlen.pl](mailto:rekrutacja@basellorlen.pl). **The above-mentioned documents will only be accepted by e-mail.**

Pursuant to Article 13(1) and (2) 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) (the 'GDPR'), please be informed that:

**The controller of your personal data is:**

Basell Orlen Polyolefins Sp. z o.o. with its registered office in Płock (09-400), ul. Łukasiewiczza 39

**The controller may be contacted:**

- by letter to: Basell Orlen Polyolefins Sp. z o.o., ul. Łukasiewiczza 39, 09-400 Płock
- by e-mail to: [info@basellorlen.pl](mailto:info@basellorlen.pl)

1. The Controller has appointed the **Data Protection Officer**, who may be contacted as follows:

- by letter to: **Basell Orlen Polyolefins Sp. z o.o., ul. Łukasiewiczza 39, 09-400 Płock**
- by e-mail to: [IOD@basellorlen.pl](mailto:IOD@basellorlen.pl)

2. Your personal data will be processed for the purpose of your participation in the recruitment process in Basell Orlen Polyolefins Sp. z o.o (job, internships and student work placements) and the assessment of your professional qualifications, in order to select a proper person for a given position.

3. Your personal data will be processed on the basis of the following legal grounds:

- Legal provision (Article 22' § 1 of the Polish Labour Code) and the processing necessary for the conclusion of a contract of employment - in the scope of the following data: full name, parents' names, date of birth, place of residence (correspondence address), education and the employment history.
- Your consent to the processing of the data provided in the CV, cover letter, if you provide data other than full name, parents' names, date of birth, place of residence (correspondence address), education and the employment history.
- Your consent to the processing of personal data obtained at the time of analysing the professional potential (if the analysis is carried out in the course of the recruitment procedure).
- Your consent to the processing of data for the purpose of the recruitment processes carried out in the future.
- Your consent to the provision of personal data to Basell Orlen Polyolefins Group, if you are interested in participating in the recruitment processes in this company.
- The legitimate interest of Basell Orlen Polyolefins Sp. z o.o. as regards the data collected during a job interview. Basell Orlen Polyolefins Sp. z o.o. has a legitimate interest in the verification of your skills and abilities, which is necessary for the evaluation whether you are a suitable person to be employed in the position the recruitment relates to.

4. The recipients of your personal data will include:

- the company from Basell Orlen Polyolefins Group - on the basis of your separate consent.

5. Your data will be stored for 1 year from the date of sending the application as part of a given recruitment process.

6. In connection with the processing of your personal data you have the following rights:

- the right to withdraw your consent, at any time, which will not affect the lawfulness of the processing (if the processing is based on the consent) carried out prior to the withdrawal; the consent may be withdrawn by letter to the following address: Inspektor Ochrony Danych, ul. Łukasiewiczza 39, 09-400 Płock, by e-mail to: [IOD@basellorlen.pl](mailto:IOD@basellorlen.pl)
- the right to access the content of your data,
- the right to require rectification of your personal data,
- the right to require erasure of your personal data,
- the right to require restriction of the processing of your personal data,

- the right to data portability and to receive data from Basell Orlen Polyolefins Sp. z o.o. in a structured, commonly used and machine-readable format. You may send the received data to another controller or request Basell Orlen Polyolefins Sp. z o.o. to send your data to another controller. However, the request will only be met by Basell Orlen Polyolefins Sp. z o.o. if it is technically feasible. The right to data portability may only be exercised with regard to the data processed under an agreement concluded with you or on the basis of your consent.
  - the right to object - in the event your personal data are processed by Basell Orlen Polyolefins Sp. z o.o. on the basis of its legitimate interest, the objection may be made due to a special situation by letter to the following address: Inspektor Ochrony Danych, ul. Łukasiewicza 39, 09-400 Płock, by e-mail to: IOD@basellorlen.pl
7. You may file a complaint with the President of the Office of Personal Data Protection if you believe that the processing of your personal data constitutes a violation of the provisions of the GDPR.
8. The necessity to provide your personal data stems from Article 22' § 1 of the Polish Labour Code. Non-provision of your personal data will prevent you from participating in the recruitment processes in Basell Orlen Polyolefins Sp. z o.o. (job, internships, practices). The provision of personal data to a greater extent than the extent resulting from Article 22' § 1 of the Polish Labour Code is voluntary but necessary for the full verification of your professional profile as compared with the expectations defined in the job advertisement.

### **CONSENTS**

**If you are interested in the vacancy, please include in your application the following clauses:**

- I CONSENT / DO NOT CONSENT** to the processing of my personal data included in the application documents: the application form, CV and cover letter, sent by me for the recruitment processes for the position of ..... in Basell Orlen Polyolefins Sp. z o.o.

Your consent to the processing of your data may be withdrawn at any time by letter to the following address: Inspektor Ochrony Danych, ul. Łukasiewicza 39, 09-400 Płock, or by e-mail to: [IOD@basellorlen.pl](mailto:IOD@basellorlen.pl). The withdrawal of the consent does not affect the lawfulness of the processing made on the basis of the consent prior to the withdrawal.

- I CONSENT / DO NOT CONSENT** to the processing of my personal data included in the application documents, necessary for the implementation of the future recruitment processes in Basell Orlen Polyolefins Sp. z o.o.

Your consent to the processing of your data may be withdrawn at any time by letter to the following address: Inspektor Ochrony Danych, ul. Łukasiewicza 39, 09-400 Płock, or by e-mail to: [IOD@basellorlen.pl](mailto:IOD@basellorlen.pl). The withdrawal of the consent does not affect the lawfulness of the processing made on the basis of the consent before the withdrawal.

If you are interested in participating in the recruitment processes implemented by a company from Basell Orlen Polyolefins Group, you are requested to give a separate consent in this respect as follows:

- I CONSENT / DO NOT CONSENT** to participating in the recruitment processes implemented by the Company from Basell Orlen Polyolefins Group.

Your consent to the processing of your data may be withdrawn at any time by letter to the following address: Inspektor Ochrony Danych, ul. Łukasiewicza 39, 09-400 Płock, or by e-mail to: [IOD@basellorlen.pl](mailto:IOD@basellorlen.pl). The withdrawal of the consent does not affect the lawfulness of the processing made on the basis of the consent before the withdrawal.

.....  
Place and date

.....  
Signature of the person making the declaration

### **ADDITIONAL INFORMATION**

1. The application documents provided by you will not be returned.
2. Basell Orlen Polyolefins Sp. z o.o. reserves a right to contact selected candidates only.
3. The applications submitted by candidates will be provided to a company from Basell Orlen Polyolefins Group as an additional activity and only in the selected events, on the basis of a decision made only by Basell Orlen Polyolefins Sp. z o.o., and only in the event of a separate consent given by you.