

AIRLY
INFORMATION CLAUSE
REGARDING THE PROCESSING OF PERSONAL DATA
IN THE RECRUITMENT PROCESS

Please read the information on the processing of your personal data by Airly sp. z o.o. (Airly) for the recruitment process.

Providing personal data in the scope in accordance with Article 22¹ § 1 of the Act of June 26 1974, the labour code (Journal of Laws of 2020, item 1320 as amended) [hereinafter: "labour code"] is necessary for the recruitment process. Providing other data is voluntary.

Personal data controller	Airly sp. z o.o. with its registered office in Kraków, ul. Mogilska 43, 31-545 Kraków
Contact details of the controller	<ul style="list-style-type: none"> • postal address: ul. Mogilska 43, 31-545 Kraków • e-mail address: rodo@airly.org
Purposes and legal basis for the processing of personal data	<p>Your personal data may be processed for the purpose of:</p> <ol style="list-style-type: none"> 1) conducting the current recruitment procedure: <ul style="list-style-type: none"> • in the case of data specified in Article 22¹ § 1 point 1-3 of the labour code, i.e. name (names) and surname, date of birth, contact details – the legal basis for data processing is Article 6 sec. 1 (c) GDPR; • in the case of data specified in Article 22¹ § 1 point 4-6 of the labour code, i.e. data on education – the legal basis for data processing is Article 6 sec. 1 (c) GDPR and Article 6 sec. 1 lit. (b) GDPR; • in the case of data other than those indicated in Article 22¹ § 1 of the labour code, the legal basis for processing is your consent [Article 6 sec. 1 (a) GDPR]; • in the case of recruitment conducted in order to establish cooperation based on a basis other than an employment contract – the basis for the processing of your data is Airly's legitimate interest, which is establishing cooperation with you [Article 6 sec. 1 (f) GDPR]; 2) conducting further recruitments, provided that you have given your consent, which may be revoked at any time [Article 6 sec. 1 (a) GDPR]; 3) protection against your claims related to the recruitment process, where in the opinion of Airly there is a reasonable probability of you making such claims. Then, the basis for the processing of your data will be Airly's legitimate interest, consisting in protection against claims [Article 6 sec. 1 (f) GDPR]. <p>If the documents sent by you contain the data referred to in Article 9 sec. 1 GDPR [e.g. data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership] your consent will be required to process such data [Article 9 sec. 1 (a) GDPR], which may be revoked at any time.</p>
Categories of the recipients of personal data	<p>Your personal data may be processed by entities such as:</p> <ul style="list-style-type: none"> • Airly's employees and/or contractors; • legal and/or accounting services providers; • hosting and/or cloud computing services providers; • e-mail service providers; • Software as a Service providers enabling Airly internal communication, project and task management related to recruitment; • Software as a Service providers, enabling contact with you.
Recipients of personal data outside European Economic Area	<p>Your personal data may be transferred outside the European Economic Area (EEA) to entities such as Google LLC, Filestack, Inc., HubSpot, Inc., Slack Technologies, Inc.</p> <p>Airly transfers personal data to recipients outside the European Economic Area (so-called recipients from third countries) with the principles set out in Chapter V of the GDPR. In</p>

	<p>connection with the above, the transfer of your personal data to a third country may take place on the basis of the following legal mechanisms:</p> <ul style="list-style-type: none"> • <i>standard contractual clauses</i> – Airly transfers personal data to entities outside the EEA that have committed to use standard contractual clauses and ensure an adequate level of security of the personal data received. There are currently three decisions by the European Commission on standard contractual clauses: (i) Decision 2001/497/EC; (ii) Decision 2004/915/EC; (iii) Decision 2010/87/EU. The content of all decisions is available in the Database of European Union legal acts at http://eur-lex.europa.eu; • <i>performance of the contract</i> – in some exceptional cases, when the recipient of the data from the third country has not committed to the application of standard contractual clauses, your data may be transferred if it is necessary for the performance of the contract between you and Airly or for the implementation of pre-contractual measures taken on your request; • <i>Your consent</i> – if none of the above grounds for transferring data to a recipient outside the EEA is applicable, Airly will transfer your data to a third-country recipient only with your express consent. However, we would like to inform you that in this case there is a risk of not ensuring adequate protection of your personal data, in connection with their transfer to a recipient outside the EEA.
Period of personal data storage	<p>Your personal data will be processed until the recruitment process is completed and, if you have consented to the use of personal data for the purposes of future recruitment – your data will be stored for 6 months.</p> <p>If, in Airly’s opinion, there is a reasonable probability of you making claims related to the recruitment process, your data will be processed until the limitation of claims, which is generally 3 years from the end of the recruitment.</p>
Rights of the data subject	<p>You have the right to:</p> <ul style="list-style-type: none"> • access to personal data; • rectify and delete personal data; • restrict personal data processing; • object to processing; • transmission of personal data; • lodge a complaint to the President of the Office for Personal Data Protection.
Automated decision making	<p>Your personal data will not be used for automated decision making, including profiling.</p>