

**Acting pursuant to Article 13 and Article 14 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 flow of such data, and repealing Directive 95/46/EC, the so-called GDPR, Grupa Kęty S.A. informs that:**

**1. Data Controller:**

**The Controller of the personal data is Grupa Kęty S.A.** (ul. Kościuszki 111, 32-650 Kęty, NIP: 5490001468).

**2. Category of personal data processed:**

• **APPLICANTS:**

Personal data are processed:

- for the purpose of entering into an employment contract or at the request of the data subject prior to entering into an employment contract on the basis of Article 6(1)(b) of the GDPR;
- on the basis of the job applicant's consent in relation to Article 6(1)(a) of the GDPR and Article 9(2)(a) of the GDPR, which may also include the processing of personal data for subsequent recruitment processes;
- for internal administrative purposes, including personnel management and statistics, which represents a legitimate interest pursuant to Article 6(1)(f) of the GDPR.

The processed data is limited to information required by labour legislation and necessary for contract conclusion. This includes first name(s), surname, date of birth, and contact details provided by the person, education, professional qualifications, and previous employment history. Additionally, job applicants may provide voluntary information such as a photo, other contact details, personality and/or psychological test results, fluid intelligence test results, and a video recording of the interview.

In the case of an online recruitment interview, personal data in terms of name, surname, username in Zoom, data provided during the recruitment interview and image if displayed during the recruitment interview are used exclusively for the purpose of on-line recruitment, which is the legitimate interest of the Controller under Article 6(1)(f) of the GDPR.

Processing personal data is a necessary requirement for participating in the recruitment process for a job with the Controller.

However, providing personal data is voluntary if processing is based on consent.

It is important to note that personal data will be processed during and after the recruitment process, as long as consent is not withdrawn, but no longer than one year.

Each job applicant is entitled to:

- pursuant to Article 15 of the GDPR, the right of access to personal data;
- pursuant to Article 16 of the GDPR, the right to rectification of personal data;
- pursuant to Article 17 of the GDPR, the right to request the erasure of personal data;

Version binding since 1 July 2025.

- pursuant to Article 18 of the GDPR, the right to request the restriction of the processing of personal data, subject to the cases referred to in Article 18(2) of the GDPR;
- pursuant to Article 20 of the GDPR, the right to data portability only to the extent that personal data is processed by automated means;
- the right to lodge a complaint with the President of the Office for Personal Data Protection (<https://uodo.gov.pl/pl/p/kontakt>) in the event that the processing of personal data is deemed to violate the provisions of the GDPR.

In the case of the processing of personal data on the basis of consent, the job applicant has the right to withdraw the consent, which, however, does not affect the validity of the acts carried out on the basis of consent during the period between the granting of the consent and the withdrawal.

Due to the nature of the processing of personal data during the on-line recruitment interview which is not recorded, the job applicant does not have the right to access the data, the right to obtain a copy of the data, the right to erasure, the right to restrict the processing of the data, the right to data portability and the right not to be subject to automated decision making.

The job applicant does not have the right to object to the processing of personal data on the basis of Article 21 of the GDPR, as the legal basis for the processing of personal data is not Article 6(1)(e) or (f) of the GDPR.

- **PERSONNEL:**

The scope of personal data processed includes data that are required to be provided under employment law, the legitimate interest of the Controller, as well as personal data provided voluntarily by the employee.

Personal data are processed:

- pursuant to voluntary consent to the processing of personal data on the basis of Article 6(1)(a) and Article 9(2)(a) of the GDPR;
- in order to conclude an employment contract on the basis of Article 6(1)(b) of the GDPR;
- in order to comply with the Controller's legal obligations on the basis of Article 6(1)(c) of the GDPR and Article 9(2)(b) of the GDPR, in particular with regard to obligations under labour, tax and social security law;
- for internal administrative purposes, including personnel management and statistics, which represents a legitimate interest pursuant to Article 6(1)(f) of the GDPR.
- in respect of data processed for the purpose of providing social benefits from the Company Social Benefits Fund on the basis of Article 6(1)(c) and Article 9(2)(b) of the GDPR;
- with regard to video surveillance to ensure the safety of persons, the protection of property, the control of production and to ensure the confidentiality of information, which constitutes the legitimate interest of the Controller on the basis of Article 6(1)(f) of the GDPR and Article 22(2) § 1 of the Labour Code;
- in respect of other forms of monitoring used by the Controller in order to ensure the organisation of work that allows full use of working time and the proper use of the

work tools provided to the employee, which constitutes the Controller's legitimate interest on the basis of Article 6(1)(f) of the GDPR and Article 22 (3) of the Labour Code;

- in respect of data processed during the use of the ZOOM platform for the purpose of holding meetings while working remotely, which constitutes the legitimate interest of the Controller on the basis of Article 6(1)(f) of the GDPR.

The processing of personal data is necessary for the conclusion and performance of the employment relationship with the Controller.

However, providing personal data is voluntary if processing is based on consent.

Personal data will be processed:

- for the period of employment, and also for 50 or 10 years counting from the end of the calendar year in which the employment contract was terminated or expired, unless separate regulations require a longer time of storing personnel documentation;
- for 30 days with regard to data processed through CCTV system;
- for the period identified in IT procedures, if other forms of monitoring are applied;
- for the duration of legal proceedings or claims limitation, if claims are pursued, court litigation and debt collection proceedings;
- for the time of employment with regard to personal data processing for internal administrative purposes, including personnel management and statistics;
- by the time of withdrawal of a consent for the processing of personal data, if the consent was a legal basis for the personal data processing.

Each employee is entitled to:

- pursuant to Article 15 of the GDPR, the right of access to personal data;
- pursuant to Article 16 of the GDPR, the right to rectification of personal data;
- pursuant to Article 17 of the GDPR, the right to request the erasure of personal data;
- pursuant to Article 18 of the GDPR, the right to request the restriction of the processing of personal data, subject to the cases referred to in Article 18(2) of the GDPR;
- pursuant to Article 20 of the GDPR, the right to data portability only to the extent that personal data is processed by automated means;
- the right to lodge a complaint with the President of the Office for Personal Data Protection (<https://uodo.gov.pl/pl/p/kontakt>) if the employee deems that the processing of personal data violates the provisions of the GDPR.

Where personal data are processed on the basis of consent, the employee has the right to withdraw the consent, but this does not affect the validity of the activities carried out on the basis of the consent during the period between its granting and withdrawal.

Due to the nature of the processing of personal data during online interviews, you do not have the right to access your data, the right to obtain a copy of your data, the right to erasure, the right to restrict processing, the right to data portability and the right not to be subject to automated decision-making.

Where data are processed on the basis of Article 6(1)(f) of the GDPR, i.e. for the purpose of pursuing legitimate interests, the employee has the right to object to the processing.

- **VISITORS:**

The scope of personal data includes data necessary for identification, data recorded by CCTV cameras, and data of the vehicle entering the Controller's site or parking in areas covered with the surveillance system.

Personal data is processed on the basis of Article 6(1)(f) of the GDPR solely for the purpose of ensuring the safety of persons and the protection of property, controlling production and ensuring the confidentiality of information, which is the legitimate interest of the Controller.

Provision of data is necessary – failure to do so will result in non-identification and, consequently, inability to access the Company's premises.

Therefore, it is necessary to present an ID card in order to issue a pass – however, the ID card will not be photocopied, scanned or photographed.

Personal data are processed for as long as required by law to ensure the safety of persons and the protection of property for the establishment, investigation or defence of claims.

Data recorded by video surveillance shall be kept for the period not exceeding 30 days.

Each person is entitled to:

- pursuant to Article 15 of the GDPR, the right of access to personal data;
- pursuant to Article 16 of the GDPR, the right to rectification;
- pursuant to Article 18 of the GDPR, the right to request the controller to restrict the processing of personal data, subject to the cases referred to in Article 18(2) of the GDPR;
- the right to lodge a complaint with the President of the Office for Personal Data Protection (<https://uodo.gov.pl/pl/p/kontakt>) if you deem that the processing of personal data violates the provisions of the GDPR.

Where the legal basis for processing is Article 6(1)(f) of the GDPR, you have the right under Article 21 of the GDPR to object to the processing of your personal data.

You are not entitled to:

- the right to request the erasure of personal data in relation to Article 17(3)(b), (d) or (e) of the GDPR;
- the right to data portability referred to in Article 20 of the GDPR.

Video surveillance recordings cannot be corrected for technical reasons and are not subject to the right to obtain a copy where this could infringe the rights and freedoms of others who may be on the recording.

- **CUSTOMERS and CONTRACTORS:**

The scope of personal data includes identification data, contact data and data contained in publicly available records and sources or provided by the Customer/Contractor, including data of persons entitled to representation and data of proxies and data of persons indicated for contact.

Personal data are processed, depending on the legal basis linking the Parties, for the purpose of:

- conclusion of a contract or the performance of its provisions on the basis of Article 6(1)(b) of the GDPR;
- taking pre-contractual action at the request of the data subject, in particular to prepare an offer on the basis of Article 6(1)(b) of the GDPR;
- fulfilment of a legal obligation in terms of tax, or accounting obligations on the basis of Article 6(1)(c) of the GDPR;
- for internal administrative purposes, including personnel management and statistics, which represents a legitimate interest pursuant to Article 6(1)(f) of the GDPR;
- fulfilment of the Controller's legitimate interest in marketing its own goods, in carrying out correspondence or responding to enquiries made using the Controller's contact details, and in carrying out debt collection activities and handling complaints where necessary on the basis of Article 6(1)(f) of the GDPR;
- in respect of data processed when using the ZOOM platform to hold remote meetings, which is the Controller's legitimate interest under Article 6(1)(f) of the GDPR.

In the case of the conclusion of a contract with an entrepreneur or institution, the Controller will process the personal data of the persons authorised to represent them and the persons indicated for contact exclusively for the purposes related to the conclusion and performance of contracts and the conduct of possible complaint and recovery actions, which constitutes the Controller's legitimate interest on the basis of Article 6(1)(f) of the GDPR. In this case, personal data include identification data, contact data, position held and other data available in publicly available registers (e.g. KRS, CEIDG) or provided by the company or institution in order to conclude and perform the contract.

The provision of personal data is necessary for the conclusion and performance of the contract.

The personal data will be stored for the duration of the contract and furthermore:

- until the statute of limitations applies to claims in accordance with generally applicable legal regulations;
- in the scope of accounting and tax documentation – for the period of 5 years counting from the end of the calendar year in which the agreement was terminated or expired;
- if the Controller deems the lodged objection justified in the case of processing personal data solely on the basis of the Controller's legitimate interest.

Each person is entitled to:

- pursuant to Article 15 of the GDPR, the right of access to personal data;
- pursuant to Article 16 of the GDPR, the right to rectification of personal data;
- pursuant to Article 17 of the GDPR, the right to request the erasure of personal data;
- pursuant to Article 18 GDPR, the right to request the restriction of the processing of personal data, subject to the cases referred to in Article 18(2) GDPR;
- pursuant to Article 20 GDPR the right to data portability only to the extent that personal data are processed by automated means and on the basis of a contract;
- the right to lodge a complaint with the President of the Office for Personal Data Protection (<https://uodo.gov.pl/pl/p/kontakt>) in the event that the processing of personal data is deemed to violate the provisions of the GDPR.

In the case of processing on the basis of Article 6(1)(f) of the GDPR, i.e. for the purpose of pursuing legitimate interests, the customer/contractor has the right to object to the processing.

Due to the nature of the processing of personal data during on-line interviews which are not recorded, the right to access the data, the right to obtain a copy of the data, the right to erasure, the right to restrict the processing of the data, the right to data portability and the right not to be subject to automated decision making do not apply.

#### • **CONTACT/CORRESPONDENCE**

The Controller processes personal data to respond to enquiries made through the contact form or by post, which is considered a legitimate interest under Article 6(1)(f) of GDPR.

In order to process the request made through the contact form or by e-mail, it is essential to provide the required information.

It is important to note that the processing of your personal data will be carried out for the duration required to fulfil our legal obligations. Each person is entitled to:

- pursuant to Article 15 of the GDPR, the right of access to personal data;
- pursuant to Article 16 of the GDPR, the right to rectification of personal data;
- pursuant to Article 17 of the GDPR, the right to request the erasure of personal data;
- pursuant to Article 18 GDPR, the right to request the restriction of the processing of personal data, subject to the cases referred to in Article 18(2) GDPR;
- pursuant to Article 20 GDPR the right to data portability only to the extent that personal data are processed by automated means and on the basis of a contract;
- the right to lodge a complaint with the President of the Office for Personal Data Protection (<https://uodo.gov.pl/pl/p/kontakt>) in the event that the processing of personal data is deemed to violate the provisions of the GDPR.

Where data is processed on the basis of Article 6(1)(f) of the GDPR, i.e. for the purpose of pursuing the legitimate interest, the sender or addressee of the correspondence has the right to object to the processing.

- **SHAREHOLDERS:**

The Controller processes the following categories of personal data of shareholders or shareholder proxies: identification data, address data, contact data and image.

Personal data of shareholders or proxies may be processed for the following purposes:

- 1) to organise the General Meeting and enable authorised persons to exercise their voting rights at the General Meeting on the basis of Article 6(1)(c) of the GDPR,
- 2) recording and broadcasting the proceedings of the General Meeting on the basis of Article 6(1)(f) of the GDPR as part of promoting transparency in the Controller's operations and equal access to decisions and discussions at the General Meeting,
- 3) to exercise the rights and obligations of the Shareholder on the basis of Article 6(1)(c) of the GDPR.

Personal data of shareholders or proxies may be shared by the Controller:

- 1) with other shareholders where they relate to shareholders of the Controller pursuant to Article 407 § 1 and § 11 of the Code of Commercial Companies;
- 2) with the Financial Supervision Authority (KNF), pursuant to Article 70(2) of the Act on Public Offering and the Conditions for Introducing Financial Instruments to the Organised Trading System and on Public Companies;
- 3) with an entity processing personal data at the request of the Controller, if they service the voting in General Meetings.

The personal data of shareholders or proxies in the form of their image recorded during the General Meeting will be made available as part of the real-time transmission and publication of the recording on the Administrator's website.

Access to the data is also available to authorised employees/co-workers of the Controller, as well as to notaries and providers of IT, legal, courier, postal, or auditing services.

Personal data will be stored for the period of your status as a shareholder of Grupa Kęty S.A., with the reservation that data included in the minutes of the General Meeting and in the documents attached to the minutes (art. 421 § 2 and 3 of the Code of Commercial Companies) will be stored until the end of Grupa Kęty S.A.'s operations.

In the case of the processing of your data on the basis of the legitimate interest of Grupa Kęty S.A. (Article 6(1)(f) of the GDPR), they will be stored until this interest ceases, and in particular for the time necessary to secure the information in the event of a legal need to prove facts or until the expiry of the limitation period for potential claims.

Each shareholder or proxy is entitled to:

- pursuant to Article 15 of the GDPR, the right of access to personal data;
- pursuant to Article 16 of the GDPR, the right to rectification of personal data;
- pursuant to Article 17 of the GDPR, the right to request the erasure of personal data;
- pursuant to Article 18 GDPR, the right to request the restriction of the processing of personal data, subject to the cases referred to in Article 18(2) GDPR;
- pursuant to Article 20 GDPR the right to data portability only to the extent that personal data are processed by automated means and on the basis of a contract;

- the right to lodge a complaint with the President of the Office for Personal Data Protection (<https://uodo.gov.pl/pl/p/kontakt>) in the event that the processing of personal data is deemed to violate the provisions of the GDPR.

With regards to personal data processed under Article 6(1)(f) of the GDPR, shareholders or their proxies are entitled to object to the processing of personal data under Article 21 of the GDPR.

Due to the nature of the processing of personal data during meetings which are not recorded, the right to access the data, the right to obtain a copy of the data, the right to erasure, the right to restrict the processing of the data, the right to data portability and the right not to be subject to automated decision making does not apply.

The personal data of a shareholder or proxy may originate:

- 1) from the system of the National Depository for Securities S.A. when they relate to the shareholder of the Controller,
- 2) from the principal in the case of a power of attorney granted, when they concern the shareholder's proxy.

The provision of personal data by the shareholder or proxy is necessary for the purpose set out above, for the preparation and transmission to the KNF, or possibly to another shareholder, of a list of persons entitled to participate in the General Meeting and verification of entitlement to participate in the General Meeting.

### **3. Transfer of personal data outside the European Economic Area:**

The employee's personal data may be transferred outside the European Economic Area only in the case of business trips. In this case, the Controller shall ensure that personal data is duly secured, in particular by signing the relevant contracts, and that the right to obtain a copy of the data can be exercised or information about the place where the data can be accessed.

In cases not mentioned above, personal data shall not be transferred outside the European Economic Area or to international organisations.

### **4. Profiling:**

Personal data are not used in automated decision-making processes, in particular profiling.

### **5. Recipients of personal data:**

Personal data may be made available to state authorities in connection with their proceedings under applicable law.

Otherwise, the personal data may also be accessed by trained and authorised employees or associates of the Controller, including entities providing security services for persons and property, legal, consultancy, IT, accounting, courier or postal services, auditing, programming, insurance.

The personal data may also be disclosed to the companies of the Capital Group of Grupa Kęty S.A. (<https://grupakety.com/o-grupie-kety/grupa-kety/>) for internal administrative or financial purposes.

## **6. Contact details of the Data Protection Officer:**

If you have any questions or comments regarding the processing of your personal data, in particular with regard to the exercise your rights, please contact the Data Protection Officer Mr. Tomasz Cygan, e-mail: [IODO\\_grupakety@grupakety.com](mailto:IODO_grupakety@grupakety.com), tel. 694 429 337 or by post to the Controller's address.