

Privacy Policy

Data Controller

The controller of your personal data is Nextotation sp. z o.o., with its registered office in Skawina, ul. Za Górą 23, VAT No: 679 28 64 238, REGON: 120115670, KRS: 0000246200.

For any questions regarding the processing of your personal data, please contact us at: rodo@nextotation.pl or in writing to our registered office with the note "Data Protection".

Information Clause for Contact

- We process your personal data for the purpose of handling correspondence, which constitutes our legitimate interest under Article 6(1)(f) of the General Data Protection Regulation (hereinafter "GDPR").
- Your personal data provided in the form or letter will be stored for the time necessary to fulfill the tasks resulting from the content of the correspondence, and data necessary for correspondence records will be stored for 5 years from the end of the calendar year in which the entry was made.
- Under GDPR, you have the right to request access to your personal data, rectification, erasure, restriction of processing, object to processing, or request data portability. We may share your data with entities providing support services (e.g., IT, legal advisors), postal operators, couriers, technical support, and email hosting providers. In other cases, we will share your data only if required by law (e.g., administrative authorities, law enforcement, judiciary).
- Providing your data is voluntary but necessary for correspondence. If you believe we process your data unlawfully, you may lodge a complaint with the President of the Personal Data Protection Office.
- We will not:
 - subject your data to automated decision-making or profiling;
 - transfer your data outside the European Economic Area or to international organizations.

Information Clause for Business Partners and Contractors

1. We process your personal data for the following purposes:

a. Cooperation with you – based on Article 6(1)(b) of the General Data Protection Regulation (hereinafter "GDPR");

b. Compliance with our legal obligations (including tax regulations) – based on Article 6(1)(c) GDPR;

c. Establishing, securing, and pursuing potential claims arising from our cooperation with you or defending against such claims – which constitutes our legitimate interest under Article 6(1)(f) GDPR.

- Your personal data will be processed for the duration of our cooperation with you and, where necessary, for the period required by law or until the limitation or expiration of claims arising from such cooperation.
- We may share your personal data with other entities to the extent necessary for the proper execution of our cooperation. These may include entities providing support services to us (e.g., IT support, technical assistance, subcontractors, legal advisors). In other cases, we will share

your data only if required by law (particularly with administrative authorities, law enforcement agencies, or judicial bodies).

- Under applicable regulations, you have the right to request access to your personal data, rectification, erasure, restriction of processing, object to processing, and the right to data portability.
- If you determine that we process your personal data unlawfully, you may lodge a complaint with the President of the Personal Data Protection Office, either in writing to its registered address or via the ePUAP platform.
- We will not:
 - o transfer your personal data outside the European Economic Area or to international organizations;
 - o make automated decisions based on your data or subject it to profiling.
- Providing your personal data is voluntary; however, it is necessary to establish and maintain cooperation with you.

Information Clause for Representatives of Contractors

We have obtained your personal data from the entity with which we plan to establish or have already established cooperation. This data includes: your identification details, contact information, and position held.

1. We process your personal data for the following purposes:

- Cooperation with the entity you represent – which constitutes our legitimate interest under Article 6(1)(f) of the General Data Protection Regulation (hereinafter “GDPR”);
- Compliance with our legal obligations (including tax regulations) – based on Article 6(1)(c) GDPR;
- Establishing, securing, and pursuing potential claims arising from our cooperation with the entity you represent or defending against such claims – which constitutes our legitimate interest under Article 6(1)(f) GDPR.

2. Your personal data will be processed for the duration of our cooperation with the entity you represent and, where necessary, for the period required by law or until the limitation or expiration of claims arising from such cooperation.

3. We may share your personal data with other entities to the extent necessary for the proper execution of the agreement concluded with the entity you represent. These may include entities providing support services to us (e.g., IT support, technical assistance, subcontractors, legal advisors). In other cases, we will share your data only if required by law (particularly with administrative authorities, law enforcement agencies, or judicial bodies).

4. Under applicable regulations, you have the right to request access to your personal data, rectification, erasure, restriction of processing, object to processing, and the right to data portability.

5. If you determine that we process your personal data unlawfully, you may lodge a complaint with the President of the Personal Data Protection Office, either in writing to its registered address or via the ePUAP platform.

6. Providing your personal data is voluntary; however, it is necessary to establish and maintain cooperation with the entity you represent.

7. We will not:

- transfer your personal data outside the European Economic Area or to international organizations;
- make automated decisions based on your data or subject it to profiling.

Cookies Policy

- Our website uses cookies to improve user experience and analyze traffic. Cookies are small text files stored on your device. We use
 - o Google Analytics: to collect aggregated, anonymous data on website usage, such as page views and user interactions.
 - o Microsoft Clarity: to analyze user behavior and improve website usability through heatmaps and session recordings.
- Cookies may collect information such as IP address, browser type, and interaction data. This data is processed under our legitimate interest (Article 6(1)(f) GDPR) to optimize website performance.
- You can manage or disable cookies in your browser settings. For more details, visit:

<https://policies.google.com/privacy>

<https://privacy.microsoft.com/>

Information Clause for Job Applicants, Interns, and Trainees

- If you are applying for a position under an employment contract:
- The legal basis for processing your data provided in response to the job advertisement is Article 6(1)(b) GDPR in connection with Article 221(1) and (2) of the Labor Code;
-
- For any data not listed therein, as well as if you submit an application outside of ongoing recruitment processes, the basis is your consent (Article 6(1)(a) GDPR).
- If you are applying for a position under a civil law contract (including internships or traineeships):
 - o The legal basis for processing your data provided in response to the job advertisement is Article 6(1)(b) GDPR;
 - o For any data not listed therein, as well as if you submit an application outside of ongoing recruitment processes, the basis is your consent (Article 6(1)(a) GDPR).
- Regardless of points 1 and 2 above, we may process your data under Article 6(1)(f) GDPR, i.e., our legitimate interest in establishing, defending, or pursuing claims related to the recruitment process.
- Your data will not be shared with third parties except where required by law or under a data processing agreement (including entities providing support services to us, such as IT, legal, or HR consulting).
- You have the right to request access to your data, rectification, erasure, restriction of processing, and data portability – under the terms set out in applicable law
- .If you believe we process your data unlawfully, you have the right to lodge a complaint with the President of the Personal Data Protection Office – in writing to its registered address or electronically via the ePUAP platform.

- Providing your data and consent for its processing is voluntary; however, it is necessary for us to consider your application or include it in our candidate database for future recruitment.
- Where we process your data based on your consent, you may withdraw it at any time by contacting us via email at rodo@nextotation.pl or in writing to our registered office with the note "Data Protection." Withdrawal of consent does not affect the lawfulness of processing prior to its withdrawal.
- Your personal data will be processed for the duration of the recruitment process and for one year after its completion, or for up to three years if you consent to inclusion in our candidate database for future recruitment, or until you withdraw your consent if earlier.
- We will not:
 - o subject your data to automated decision-making or profiling
 - o ;transfer your data outside the European Economic Area or to international organizations.

Please include the following clause in your submitted documents:

"I consent to the processing of my personal data contained in the submitted application by Nextotation sp. z o.o., based in Skawina, for the purpose of conducting the recruitment process to which this application relates."

Optional additional clause:

"I consent to the processing of my personal data contained in the submitted application by Nextotation sp. z o.o., based in Skawina, for the purpose of including my application in the candidate database created for future recruitment processes."