

## **Privacy policy for personal data of employees working at Ameripol Sp. z o.o.**

### **Who is responsible for data processing and who can be contacted?**

The administrator of your personal data will be Ameripol Sp. z o.o., with its registered office in Rzeszów (hereinafter "Ameripol" or "Company"). The Company has appointed a Data Protection Officer, who can be contacted in writing by addressing correspondence to al. Tadeusza Rejtana 20B, 35-310 Rzeszów with the annotation "Data Protection Officer" and by e-mail at: [biuro@odplus.pl](mailto:biuro@odplus.pl).

### **Why and on what legal basis do we process your personal data ?**

We process your data in accordance with the provisions of the General Data Protection Regulation (hereinafter "RODO") and Polish data protection legislation.

We do this with a purpose:

- The performance of the contract you have concluded with Ameripol (Article 6(1)(b) of the RODO);
- to fulfil the legal obligation incumbent on Ameripol with regard to the data indicated in the Labour Code and tax law (Art. 6(1)(c) RODO);
- to obtain additional contact data, such as a telephone number (Article 6(1)(a) RODO - based on your voluntary consent.
- to obtain additional contact data, such as your e-mail address (Article 6(1)(a) RODO - based on your voluntary consent.

Furthermore, it is important that we process the data, if necessary, for purposes arising from the legitimate interests pursued by the Company (Article 6(1)(f) RODO). We do so, for example, in order to assert and defend against claims.

**If we need to process your sensitive data, such as your health data, as a result of the cooperation, the basis for the processing will be Article 9(2)(b) of the RODO, i.e. the processing may be necessary for the performance of our obligations and rights under employment law, such as sick leave records, health and safety records. At the same time, we assure you that we do not process any personal data, in particular sensitive data, unless we are compelled to do so.**

### **To whom can we share data?**

Recipients of your data may be, in particular: authorised Ameripol employees and other institutions legally entitled to receive your data on the basis of the relevant legal provisions.

Data is also transferred to entities processing data on behalf of Ameripol and their authorised employees, whereby such entities process data on the basis of a contract with the Company and only in accordance with Ameripol's instructions. In some cases, external entities providing services on our behalf may act as independent data controllers, e.g. the Polish Post or other postal operators, payment transaction operators.

### **Will your data be transferred to a third country (outside the European Union)?**

Yes. Ameripol transfers your personal data outside the EEA - covering: European Union, Norway, Liechtenstein and Iceland.

This data is transferred to Ameripol Staffing LLC, 2600 N Military Trail, Suite 248, Boca Raton, FL 33431, which is based in the United States. The data transfer process takes place on the basis of a decision stating an adequate level of data protection provided by the so-called "EU-US Data Protection Framework" of 10 July 2023 and a personal data co-management agreement between Ameripol Sp. z o.o. and Ameripol Staffing LLC.

### **How long will your data be stored?**

Your personal data will be stored for a period of time:

- 50 years for contracts entered into under employment legislation before 1 January 2019.
- 10 years for contracts entered into under employment legislation after 1 January 2019.

In the case of employment under the Civil Code, your data will be stored for a period of 6 years after the termination of your relationship with Ameripol.

### **What rights do you have to ensure that your data is adequately protected ?**

You have the right:

- request access to their data, as well as requesting their rectification, restriction of their processing or their deletion;
- to withdraw at any time any consent previously given for the processing of data to the extent to which that consent relates, with the proviso that the withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal;
- request the transfer of data provided to Ameripol by you that is processed for the purpose of entering into and performing a contract or that is processed on the basis of consent. A transfer consists of receiving your data from Ameripol in a structured, commonly used machine-readable format and the right to send it to another data controller, insofar as this is technically possible;
- file a complaint with the supervisory authority, which in the Republic of Poland is the President of the Office for Personal Data Protection, if you consider that the processing of your data violates the provisions of the RODO.

In addition, you have the right to object to the processing at any time:

- for reasons related to your particular situation, where Ameripol processes data for purposes arising from legitimate interests (Article 21(1) RODO);
- for direct marketing purposes, including against profiling for marketing purposes to the extent that the processing is related to direct marketing (Article 21(2) RODO).

**Do you have an obligation to provide data?**

To the extent that the processing of your personal data takes place for the purpose of taking action in connection with the conclusion of a contract indicated in the labour legislation, the provision of such data is a statutory requirement and a condition for its conclusion. Failure to provide personal data will result in your inability to be employed by Ameripol.

**To what extent do we use automated decision-making, including profiling ?**

Your personal data will not be subject to automated decision-making Ameripol, including profiling.

I declare that I have read the information clause and have been informed of my right to withdraw my consent. I agree to the processing of my additional personal data - private telephone number by Ameripol Sp. z o.o. in order to be contactable.

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Signature

I declare that I have read the information clause and have been informed of my right to withdraw my consent. I agree to Ameripol Sp. z o.o. processing my additional personal data - private e-mail address. in order to be contactable.

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Signature