

The company PRO CONSTRUCTION GROUP SP. Z OO, the owner of the proconstruction.pl website, makes every effort to ensure that your privacy is properly protected. In order to implement the lawful, transparent and secure processing of your personal data, we adopt this Privacy Policy, which applies from May 25, 2018.

The Privacy Policy refers to the GDPR, i.e. the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection). The document defines what data and on what terms we process, how we care for their security and your rights.

#### 1. Personal data administrator

The administrator of your personal data is PRO CONSTRUCTION GROUP SP. Z OO with its seat in Warsaw, ul. Patriotów 220

If you have any questions regarding the processing of your personal data and your rights, please contact us by e-mail: [rodo@proconstruction.pl](mailto:rodo@proconstruction.pl) .

#### 2. The scope, purposes and legal grounds for the processing of personal data

Due to the fact that through the proconstruction.pl website we enable contact in various matters, we process your personal data for various purposes, in various scopes and on various legal grounds. In order to provide precise information on the processing of your personal data, we have grouped them according to the purpose of data processing.

##### a. Recruitment of employees

Data scope: For the purpose of recruitment, we process personal data and documents sent via the application form: name and surname, telephone number, e-mail address, curriculum vitae, cover letter, photo. Legal basis: Consent to the processing of personal data for the purpose of ongoing and / or future recruitment expressed by selecting the appropriate checkbox or boxes in the application form on the job offer subpage.

##### b. Presentation of the offer of our services

Data scope: In order to prepare and present the offer of our services, we process personal data sent via the contact form: name and surname, e-mail address, website address, telephone number, content of the inquiry.

Legal basis: Processing is necessary to take action at the request of the data subject before concluding the contract.

##### c. Handling other inquiries from the contact form

Data scope: To answer non-request inquiries

for the presentation of our services, we process the data sent via the contact form: Name and surname, e-mail address, website address, telephone number, content of the inquiry

Legal basis: Our legitimate interest (processing at the request of the data subject).

In the case of personal data obtained in a different way than through the proconsturciton.pl website (by phone, e-mail, etc.), we also process them only for the purpose for which they were made available and for the time necessary to achieve this purpose.

In the event of a planned change of the purpose of processing, we always ask the owner of personal data for consent and inform about the changing conditions of data processing.

### 3. Cookies

We use cookies to ensure the proper operation of the website, in particular to adapt the content of the website to the user's preferences and to optimize the use of the website. In particular, these files allow to recognize the basic parameters of the user's device (such as: device type, screen resolution, country from which the entry is made) and thus properly display the website tailored to his needs.

We also use cookies to collect general and anonymous statistical data via analytical and marketing tools:

- o Google Analytics (cookie administrator: Google Inc., based in the USA),
- o Google AdWords (cookie administrator: Google Ireland Limited with its seat in Ireland),
- o Facebook (cookie administrator: Facebook Ireland Ltd. based in Ireland),

You can change your cookie settings yourself and at any time, specifying the conditions for their storage and access to the user's device via cookies. You can change the settings using the web browser settings. These settings can be changed in such a way as to block the automatic handling of cookies or to inform you whenever cookies are placed on your device. Detailed information on the possibilities and methods of handling cookies is available in the web browser settings.

You can delete cookies at any time using the functions available in the web browser you use.

Restricting the use of cookies may affect some of the functionalities available on the website.

### 4. Provision of personal data

#### a. Service Providers

We provide your personal data to service providers that we use to run the website.

Service providers to whom we transfer your personal data, depending on the situation, are either processors or administrators. The list of suppliers whose services we use can be found below this document. The list is constantly updated. Processors

#### b.

We use suppliers who process your personal data only on our instructions. They provide us with a hosting service, they provide us with online marketing systems, for sending email messages, for handling the blog comment system and for analyzing traffic on the website.

Administrators

#### c.

We use suppliers who do not act solely on our behalf

and they themselves will determine the purposes and methods of using your personal data. They provide advertising campaign services for us.

d. Location

Our suppliers are based mainly in Poland and other countries of the European Economic Area (EEA), e.g. in Ireland. Some of them are based outside the EEA. In connection with the transfer of your data outside the EEA, we made sure that our suppliers guarantee a high level of personal data protection. These guarantees result in particular from the obligation to use standard contractual clauses adopted by the Commission (EU) or participation

in the EU-US Privacy Shield program. You have the right to request us to provide you with copies of standard contractual clauses by directing your inquiry in the manner indicated in point 1 of the Privacy Policy.

e. State authorities

We provide your personal data if requested by authorized state authorities.

- f. The Administrator stores Users' personal data for a period not longer than it is necessary to prepare a personalized offer / conduct the recruitment process / respond to other inquiries and enable the Administrator to perform his obligations. We remind you that Users can delete data at any time.

5. Your rights related to the processing of personal data You have the right to:

- a. access to your personal data,
- b. rectify personal data,
- c. delete personal data,
- d. restrictions on the processing of personal data,
- e. transferring personal data,
- f. object to the processing of personal data,
- g. withdrawal of the previously expressed consent to the processing of personal data.

6. Security of your data

As the Personal Data Administrator, we make every effort to ensure the security of your personal data.

We commit ourselves to:

- o securing data against disclosure to unauthorized persons, removal by an unauthorized person, alteration, damage or destruction,

about allowing only persons authorized by us to process personal data,

about ensuring control over the correct processing of personal data, keeping records of persons about authorized to process personal data, exercising special care so that persons authorized to process such data keep them secret, also after the completion of the Service,

about keeping documentation required by law, describing the method of processing entrusted personal data as well as technical and organizational measures ensuring protection of the processing of such data, ensuring that IT and telecommunications devices and about systems used for personal data processing comply with the requirements of the Regulation of the Ministry of Internal Affairs and Administration of April 2004 on the documentation of personal data processed and technical and organizational conditions to be met by devices and systems.

To exercise your rights, please contact us at the following e-mail address:  
 rodo@proconstruction.pl

If you make a request to us related to the exercise of the above-mentioned rights, we respond to this request immediately, but no later than one month after receiving it. However, if - due to the complexity of the request or the number of requests - we will not be able to meet your request within one month, we will comply with it within the next two months, informing in advance about the extension of the deadline.

### list of suppliers

Company name	Services provided	Role	Location
<b>Facebook Ireland Limited</b>	Advertising campaigns (incl remarketing) and measuring them	Administrator	Ireland (European effectiveness Economic Area)
<b>Google Inc. (Google Analytics)</b>	Analytical services - measuring traffic to the site	Administrator	USA (outside EEA)
<b>Google Ireland Limited (Google AdWords)</b>	Advertising campaigns (incl remarketing) and measuring them effectiveness	Administrator	Ireland (EEA)