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#### **Data controller, or who will be responsible for processing your data?**

The data controller, i.e. the entity which determines and controls how your personal data will be used, is 11 bit studios S.A. (the "Company") with its registered office at ul. Brzeska 2, 03-737 Warsaw, Poland. The Company can be contacted at the postal address given above or via email at: [iod@11bitstudios.com](mailto:iod@11bitstudios.com)

#### **Purpose of processing, or what will the Company process your data for?**

Note that the Company may process the same data (e.g. your first name and surname) for various purposes. The Company will process your personal data for the following purposes:

- conducting the recruitment process;
- in response to your inquiry about available employment opportunities with the Company – deciding, based on your CV and other application documents, whether your skills and expertise meet the Company's current employment needs;
- if you consent to participating in future recruitment processes – conducting such processes, for the duration of your consent.

#### **Basis for processing, or on what grounds is the Company authorised to process your personal data?**

Depending on data category and other factors, the Company is authorised to process your personal data on the following bases:

- where the Company is recruiting for a position in which it offers a contract of employment – your personal data which fits any of the personal data categories listed in Article 22<sup>1</sup>.1 of the Labour Code will be processed on its basis, while all your other personal data will be processed on the basis of your consent;
- where the Company is recruiting for a position in which it offers an employment arrangement other than a contract of employment – your personal data will be processed on the basis of your consent;
- for any future recruitment processes, your personal data will be processed on the basis of your consent;
- any personal data that you share with us and that fits a special data category can and will only be processed on the basis of your consent.

#### **Are you required to provide your personal data to the Company?**

While provision of your personal data is voluntary, it is also necessary for the accomplishment of any of the aforementioned purposes.

#### **What rights do you have towards the Company in respect of data processed?**

With regard to the processing of your personal data by the Company, you have the right to request from the Company:

- access to your data;
- rectification of data: in the case of incorrect or incomplete data;
- erasure of data: if such data is no longer necessary in relation to the purposes for which it was collected by the Company; if you withdraw consent to the processing of such data (in the case of processing based on consent); if you object prior to the processing of such data; if your data has been unlawfully processed; if your data has to be erased for compliance with a legal obligation;
- restriction of data processing;
- data portability.

If personal data is processed based on your explicit consent, you have the right to withdraw such consent at any time.

You have the right to lodge a **complaint** in respect of processing of your personal data by the Company with the President of the Polish Personal Data Protection Office (at the following address: *Biuro Prezesa Urzędu Ochrony Danych Osobowych*, ul. Stawki 2, 00-193 Warszawa, Poland).

#### **When do you have the right to object to data processing?**

You have the right to **object** to the processing of your personal data if the processing is based on legitimate interests and/or is carried out for statistical purposes, but such objection is nevertheless justified by your particular situation.

#### **Who may the Company share your personal data with?**

The Company may make your personal data available to:

- competent state authorities for the purpose of relevant account-giving if this is necessary for the exercise or defence of legal claims, or otherwise if the Company is required to do so under the provisions of law, to the extent directly arising under such provisions;
- entities managing the buildings where you will be interviewed as part of the recruitment process – to the extent required to enable proper operation of the video surveillance systems;
- suppliers of software used by the Company (including providers of email and web messaging services, recruitment tools, etc.);
- independent contractors hired by the Company (e.g., recruitment agencies, law firms).

#### **For how long will the Company retain your personal data?**

As a rule, your personal data will be retained for the duration of the recruitment process for the position you are applying for; however, for the purposes of evaluating the effectiveness of the recruitment process, your data may be retained for a maximum period of 12 months from the end of the calendar year in which the recruitment process is completed.

If you have given your consent to participating in any future recruitment processes or have inquired about any available employment opportunities at the Company, your data will be retained for 24 months from the end of the calendar year in which you give your consent or make such inquiry.

To some extent, laws or regulations may require us to retain data for a specific period of time. For example, your data which may be necessary to demonstrate that no law or regulation was violated in the course of a recruitment process may be retained until any claims which could arise from such violations become time-barred.

The Company may also retain data for account-giving purposes to demonstrate compliance with its statutory obligations – in principle, indefinitely.

#### **Will your personal data be transferred to third countries?**

None of your personal data will be transferred to any countries outside the European Economic Area.

#### **Will automated decisions be made based on your data?**

Personal data will not be used for automated decision-making, including profiling understood as automatic processing of data.