

Welcome to the Exact Systems e-learning platform, group company. We care about the privacy of our users. This privacy policy sets out the rules for the collection, processing and use of personal information collected by the website: <https://pl.exactsystems-elearning.com/login/index.php>, on which this e-learning platform is located. Before you sign up for an e-learning platform, please read the following privacy policy.

#### GENERAL PROVISIONS:

1. The administrator of your personal data is the service provider, named Exact Systems

Exact Systems based in Telford, 2.09 Grosvenor House, Hollinswood Road, TF2 9TW, with registered office at 1 Cottesbrooke Park, Heartlands Business Park Daventry NN11 8YL. Registered in Companies House number 08778097, VAT Number GB180942400.

2. We protect your personal data in accordance with the requirements of Polish law, in particular in accordance with regulation (EU) 2016/697 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regards to the processing of data on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 165, 30.4.2004, p. 11). 119, p. 1).
3. Personal data made available through the e-learning platform will be processed and used by the service provider indicated in § 1 paragraph. 1 above for the realization of recruitment processes conducted by the service provider, including an increase in the possibility of finding an offer corresponding to your expectations.

#### § 2 DEFINITIONS:

The definitions used in this e-learning platform are as follows:

1. Service provider – an e-learning platform operator and having access to electronic tools to manage user accounts that is:

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2. User – An adult person (a candidate) who uses the e-learning platform to participate in the recruitment process.

3. E-Learning Platform – a service available at: <https://pl.exactsystems-elearning.com/login/index.php> through which the user can participate in the recruitment process.

4. Recruitment process – on-line recruitment carried out by the service provider via the e-learning platform, consisting of five successive stages, from which the transition to each subsequent step is conditioned by the correct completion of the previous stage: (1) Registration and establishment of an e-learning platform account, (2) taking part in recruitment tests, (3) receiving full access to the e-learning platform, (4) Completing the adaptation training, (5) supplementing the personal data necessary for the conclusion of Agreement.

5. Login – The email address (e-mail) of the user indicated when registering with the e-learning platform, constituting an individual and unique username that allows the user to be later identified when using E-Learning platform.

6. Password – individual and unique sequence of numbers and letters, indicated by the user when registering with the e-learning platform, which serves to identify it and allows logging into the e-learning platform;

7. Registration – The procedure for accessing the e-learning platform by filling in the registration form. Registration in the e-learning platform is free and voluntary.

8. User account – A place available for registered user on the e-learning platform created by the user during the registration process. Having a user account is necessary to use the functionality of the e-learning platform. The user accesses the created account using his/her login and the self-established password.

9. Personal Data – personal data required by the e-learning platform for registration, and necessary to establish the user's cooperation with the service provider, which are listed in § 4 paragraph 1 of this policy.

### § 3 SCOPE AND PURPOSE OF PROCESSING PERSONAL DATA:

1. Your personal data will be processed for the purposes of:

A) The implementation of the recruitment process [legal basis: article 221 of the Act of 26.06.1974 R. Labour Code (OJ L 2018, item 108, as amended), hereinafter referred to as the "Labour Code", in the ZW of article 6 (1) (c) of Regulation (EU) 2016/697 of the European Parliament and of the Council 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 repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 165, 30.4.2004, p. 11). EU no 119, p. 1), hereinafter referred to as "the RODO regulation", article 6 (1) 1 point. c) of the RODO regulation] in fulfilling the legal obligation to the service provider. The provision of personal data is voluntary but necessary to participate in recruitment.

B) based on your consent, taking into account your candidacy for recruitment processes and future recruitment processes, sending you information about new job offers and administration requests (legal basis: article 221 of the Labour Code In ZW. with article 3. Article 6 (1) 1 point. (a) The RODO regulation, art. Article 6 (1) 1 point. (a) RODO regulation). The provision of personal data is voluntary but necessary for the posting of personal data in the database of candidates.

D) Protection against claims, the basis for processing is the legitimate interest of the provider [legal basis of Article 6 (1) (f) of the RODO regulation].

2. The period of processing of personal data shall be subject to its purpose for processing by the service provider and so appropriately for the purpose of:

a) indicated in paragraph 1 point. a), b), c) above – personal data will be kept for the duration of the recruitment process but not more than 12 months after the registration of the user or until the cancellation of consent is given;

b) indicated in paragraph 1 point. d) above – personal data will be kept for a period of time corresponding to the limitation period of the claims that the service provider may raise and which may be raised to the service provider.

3. You have the right to:

a) request from the service provider access to the content of their personal data and their rectification, erasure, limitation of processing, revocation of the consented consent;

b) The transfer of personal data, which means that you can ask us to provide your data in a widely used format to enable them to be read;

c) To raise an objection (concerns the processing of data based on a legitimate interest);

d) Raise a complaint to the supervisory authority (President of the Office for the protection of personal data), if it is considered that the processing of personal data is illegal.

4. With respect to data that is processed on the basis of your consent, you have the right to withdraw consent at any time, but this does not affect the lawfulness of the processing of data, which was based on consent before the revocation.

5. During the recruitment process, the service provider shall not make a decision in an automated manner and shall not use profiling.

6. The recipients of your personal data will be recruiters, responsible persons/decision makers in employment matters, those responsible for the implementation of recruitment processes including IT staff, lawyers, service providers' advisers and entities to whom on the basis of your consent, the service provider has made available your personal data i.e. automotive Assembly Systems with a limited liability company based in Wroclaw (KRS 0000255644), Control + rework Service-Poland Limited liability company, Headquartered in Gliwice (KRS no 0000127782), EXACT SYSTEMS GmbH with its registered office in Görlitz (Handelsregister HRB 28121).

7. In matters relating to personal data, you can contact service provider by directing the e-mail to: [helpdeskuk@exactsystems-elearning.com](mailto:helpdeskuk@exactsystems-elearning.com)

#### § 4 INFORMATION ABOUT USE OF E-LEARNING PLATFORM:

1. In order to start recruitment process, it is necessary to provide the following personal data: First name, surname, telephone number, e-mail address. Then, in order to establish the user's cooperation with the service provider, it is necessary to provide the following personal data: Date of birth, social Security number, place of birth, full address, nationality, passport number, bank account number, and also other data required by law to conclude a contract with yourself, collectively referred to in this Privacy policy: "Personal Information".
2. Upon commencement of registration, an email will be sent to your email address when you register, indicating how the registration is confirmed and other information required by law.
3. The provision of personal data is voluntary but necessary for the purpose of registration, establishment of the user account of the e-learning platform, maintaining the user account, contact via e-mail or telephone, and taking part in the process Recruitment. Personal data comes directly from you.
4. After successful recruitment process, the user declares that the personal data provided by the user is complete and truthful and does not infringe any third party rights.
5. All personal data required by the e-learning platform is necessary to establish the user's cooperation with the service provider. This data is not disclosed to third parties, subject to the situations referred to in the Privacy Policy (in order to sign the agreement with the user, the data is appropriations to the EXTRANET system owned by the service provider).
6. The user bears full responsibility for breaking the law or damage caused by his activities in the e-learning platform, in particular for the administration of false personal data, violation of personal rights of others.

7. The user account is automatically deleted when:
  - a) The expiry of the period of 12 months from the date of registration
  - b) revocation of consent to the processing of personal data.

#### § 5 NOTICE CONCERNING COOKIES:

1. The e-learning platform uses cookies to collect other non-personal data. They are used to provide services at the highest level, as well as for advertising and statistical purposes. This data is not personally identifiable and does not allow unambiguous identification of the person.
2. The cookie is a small text file stored by the Web browser you use. Contains a collection of information that is stored on your computer when you use the e-learning platform.
3. Cookies allow the website to recognize your device when you re-visit the e-learning platform, which allows you to tailor the content of the platform to your needs.
4. Cookies do not destroy or damage the system of your computer. No personal data is retained, but only data on the way and form of use of the e-learning platform.
5. At any time the user may block the installation of cookies or delete existing cookies using the appropriate options of the Web browser. If you have problems, use the browser's Help file or contact the manufacturer of the browser that you are using.
6. In accordance with art. 173 paragraph. 1 point 2 in ZW. with article 3. 173 paragraph. 2 of the Telecommunication Law Act (OJ 2017.1907), if you do not want cookies to be stored in your computer's memory, you should modify the settings of your Web browser in an appropriate manner. A configuration that allows the use of cookies means that you agree to the foregoing.

#### § 6 SAFETY AND CONFIDENTIALITY

1. The service provider shall use all technical and organisational means to ensure the security of the user's personal data, protecting them against accidental or deliberate destruction, accidental loss, unauthorized access or disclosure.
2. The storage and processing of personal data takes place on servers with a high degree of security, complying with all the requirements of Polish law.