

PRIVACY POLICY

I. THE PURPOSE OF PRIVACY POLICY

This Policy explains how we use and process your personal data in connection with your use of our Websites including your queries, complaints and suggestions. In the Policy, you will also find information on your rights resulting from our processing of your personal data and on how you can exercise them.

II. DEFINITIONS

Controller/ We - AmRest sp. z o.o. based in Poland, Wrocław (53-332), Powstańców Śląskich 15-17 street;

Personal data - information about a natural person identified or identifiable by one or more specific factors determining the physical, physiological, genetic, mental, economic, cultural or social identity, including device IP, location data, internet identifier and information collected via cookies and other similar technology.

Policy - this Privacy Policy.

GDPR - Regulation (EU) 2016/679 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.

ZZPL – Personal Data Protection Law of the Republic of Serbia (Official Gazette of the RS no. 87/2018)

Website - a website run by the Controller at careeratamrest.com

User and/or you - any natural person visiting the Website or using the functionalities described in the Policy.

III. DATA PROCESSING IN CONNECTION WITH THE USE OF THE WEBSITE

In connection with the User's use of the Website, the Controller collects data to the extent necessary to provide individual services offered, as well as information about the User's activity on the Website. The detailed rules and purposes of processing Personal Data collected during the use of the Website by the User are described below.

A. Using the Website

We will process following personal data when you will use the Website:

- a) Technical Data- we may collect information about the device you use to access our Website, such as your device's IP address and operating system. Additionally, in the case of mobile devices, your device type, and mobile device's unique advertising identifier. Some technical information about the browser you are using will also be collected.
- b) Usage Data - this is data about your browsing activity on our Website e.g. information about the pages you visited and when, what items were clicked on a page, how much time was spent on a page etc.;
- c) Ad Data: This is data about the online ads We have served, or attempted to serve to you e.g. how many times specific ad has been served to You, what page the ad appeared on, advertising ID (Unique user ID assigned to a mobile device (smartphone, tablet computer), or operating environment, browsers, application, to advertising services personalizing their offers) etc.
- d) User Data: following applies when You contact with Us in case of enquiry, complaint or suggestion via our Website's contact form. We process Your name, surname, e-mail address and eventually any other personal information that You will freely provide to Us in the content of the communications.

Above personal data will be processed for the following purposes:

- a) In order to provide services by electronic means in terms of sharing the Website's content with users – in that case, the legal basis for the processing relates to the necessity of processing in order to perform the contract (Article 6(1)(b) of GDPR);
- b) For analytical and statistical purposes – then the legal basis for the processing is our legitimate interest consisting in conducting analyzes of Your activity and preferences in order to improve the functionalities and services provided (Article 6(1)(b) of GDPR), in connection with Your consent to store and access to information collected on Your end device (so-called "cookie consent").
- c) In order to handle enquiries, complaints or suggestions – in that case, the legal basis for the processing of the above-mentioned data is the necessity to perform the contract (Article 6(1)(b) of GDPR) or our legitimate interest consisting in the ability to provide you with a response (Article 6(1)(f) of GDPR).
- d) if necessary, in order to potentially establish and assert claims or defend against claims – the legal basis for the processing relates to the Controller's legitimate interest (Article 6(1)(f) of GDPR) consisting in protecting his rights;
- e) The users activity on the Website, including their personal data, is recorded in the system logs (a special computer software used to store a chronological record containing information about events and actions that relate to the IT system that is used to provide services by us. Information collected in the logs is processed primarily for the purpose of providing services. We also process it for technical and administrative purposes, to ensure the security of the IT system and its management, as well as for analytical and statistical purposes – in this case, the legal basis for the processing relates to the our legitimate interest (Article 6(1)(f) of GDPR).

B. Registration on the Website

In addition to the personal data indicated in point A above, We will process following personal data when You create an account:

- Name, email address and phone number, country of your residence
- Your additional data which can be provide by You in the Candidate's Profile tab: CV, cover letter, any other additional attachments, information about your education, language skills, geographic mobility as well as your previous employment - this data is voluntary, they are not necessary to create an account and can be deleted by You at any time. However, when you applying for the specific role, above information might be required.

Above personal data will be processed for the following purposes:

- a) In order to maintain and operate the user's account on a given Website, the legal basis is the necessity to perform the contract concerning your account as well as to take actions upon your request (Article 6(1)(b) of GDPR), and in relation to the optional data – the legal basis for the processing relates to the consent (Article 6(1)(a) of GDPR);
- b) For receipting recommendations and/or information on the open recruitments, the legal basis is the necessity to perform the contract concerning your account as well as to take actions upon your request (Article 6(1)(b) of GDPR);
- c) for analytical and statistical purposes, then the legal basis for the processing consisting in conducting analyzes of your activity and preferences in order to improve the functionalities and services provided, is the consent (Article 6 (1) (a) of the GDPR) expressed by you via the cookie banner in accordance with point, IV below;
- d) if necessary, in order to potentially establish and assert claims or defend against claims –the legal basis for the processing relates to the Controller's legitimate interest (Article 6(1)(f) of GDPR) consisting in protecting his rights.

IV. COOKIES AND SIMILAR TECHNOLOGY

Cookies are small text files installed on the device of the User browsing the Website. Cookies collect information that facilitates the use of the website - e.g. by remembering the User's visits to the Website and the activities performed by the User. A detailed description of the cookies used on the Website is available in the cookie management tool (link available at the bottom part of the Website under 'Cookie Settings'). Below is a general description of the categories of these tools that we use on the Website.

- a) **ESSENTIAL COOKIES** - the Controller uses the so-called necessary cookies primarily to provide the User with services provided electronically and to improve the quality of these services. Our use of essential cookies is necessary for the proper functioning of the Website. These files are installed in particular for the purpose of remembering login sessions or filling in forms, as well as for the purposes related to setting the privacy options and to identify marketing ad frauds (activities aimed at generating false traffic to the website);
- b) **ANALYTICAL COOKIES** - analytical cookies make it possible to check the number of visits and traffic sources on our website. They help us find out which pages are more and less popular and understand how users navigate the page. This allows us to study statistics and improve the performance of our website. The information these cookies collect is aggregated so it is not intended to identify you. If you do not allow these cookies, we will not know how to improve our website for you and other users;
- c) **FUNCTIONAL COOKIES** - Functional cookies remember and adapt the Website/Mobile application to your choices, such as language preferences. You can set your browser to block or alert you to essential and functional cookies, however doing so will result in some parts of the channel not working properly.
- d) **MARKETING - ADVERTISING COOKIES** - marketing and advertising cookies allow you to adjust the displayed advertising content to your interests, not only on the Website/Mobile application, but also outside it. They can be installed by advertising partners through our Website/Mobile application. Based on the information from these cookies and activity on other websites, your interest profile is built. Marketing and advertising cookies do not directly store your personal data, but identify your internet browser and hardware. If you do not allow these cookies, we will still be able to show you advertisements, but they will not be tailored to your preferences.

V. MANAGING COOKIES SETTINGS

The use of cookies to collect data through them, including access to data stored on the User's device, requires your consent. The Website receives consent from the User via the cookie banner. This consent may be withdrawn at any time according to the rules described below.

Consent is not required for the necessary cookies, the use of which is necessary to provide a telecommunications service on the Website (data transmission to display content). In addition, to consenting to the installation of cookies via the cookie banner, you should keep the appropriate browser settings, allowing you to store cookies from the Website on your end device.

Withdrawal of consent to the collection of cookies on the Website is possible via the cookie banner. You can return to the banner by clicking on the button called "Manage cookies", which is available on every subpage of the Website. After the banner is displayed, you can withdraw your consent by clicking the "Manage cookies" button. Then you should move the slider next to the selected cookie category and press the "Save settings and close" button.

Withdrawal of consent to the use of cookies is also possible through the browser settings. The user may at any time verify the status of his current privacy settings for the browser used using the tools available at the following links:

- ✓ <http://www.youronlinechoices.com/pl/twojewybory>
- ✓ <http://optout.aboutads.info/?c=2&lang=EN>

Changing your browser settings may restrict the use of both essential and optional cookies. Please be advised, however, that this may significantly hinder or prevent the use of the Website.

Cookie Setting allows you also check the details of each cookie, including among others its name, duration, category and name of our Trusted Partner, where applicable.

VI. ANALYTICAL AND MARKETING TOOLS USED BY THE CONTROLLER

We and our Trusted Partners use various solutions and tools applied for analytical and marketing purposes. Our partners may use cookies and similar technologies to collect or receive information from our website and other places on the Internet and use it to provide services measurement and targeting of advertising.

Trusted Partners are e-commerce and advertising companies and media houses and similar organizations operating on their behalf, with whom We cooperate or which are recommended by international industry organizations, such as IAB (Interactive Advertising Bureau) organization. The list of Trusted Partners can be found [here](#) and in the cookie settings – the usage of cookie settings has been described in point V. above.

For every ours brands following social media solutions are applicable – Social media plugins the Websites use social media plugins (Facebook, Google+, LinkedIn, Twitter). Plugins allow the user to share content published on the Website in the selected social network. The use of plugins on the Website allows a given social network to receive information about the user's activity of the Website, which can be assigned to the user's profile created in a given social network. The Controller does not have the knowledge about the purpose and scope of data collection by social networks. Detailed information on this subject can be found under the following links:

- a. Facebook: <https://www.facebook.com/policy.php>
- b. Google: https://privacy.google.com/take-control.html?categories_activeEl=sign-in
- c. LinkedIn: https://www.linkedin.com/legal/privacy-policy? l=pl_PL
- d. Twitter: <https://twitter.com/en/privacy>

VII. RETENTION SCHEDULE OF PERSONAL DATA

As a rule, the data is processed for the duration of the service, until the consent is withdrawn or an effective objection to data processing is raised in cases where the legal basis for data processing is the legitimate interest of the Controller.

The data processing period may be extended if the processing is necessary to establish and pursue any claims or defend against claims, and after that time only if and to the extent that it will be required by law. After the expiry of the processing period, the data is irreversibly deleted or anonymized.

Details about retention schedule can be obtained from contact point specified in point X below.

VIII. RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

You have the right to: access the data and request rectification, deletion, processing restrictions, the right to transfer data and the right to object to data processing.

If you wish to exercise any of the rights set out above, please use contact details provided in point X below. Please note that:

- a) You will not have to pay a fee to access your personal data (or to exercise any of the other rights), however, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances;
- b) We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response;
- c) We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated;
- d) In certain circumstances we may need to limit the scope of fulfilment of the data subject's rights request e.g. where a request is made to delete data that has to be retained for legal or regulatory reasons, or where fulfilling the request may expose the personal data of another data subject.

You have the right to make a complaint at any time to the Local Supervisory Authority. We would however, appreciate the chance to deal with your concerns before you approach the Local Supervisory Authority so we encourage you to contact us in the first instance.

IX. SHARING OF PERSONAL DATA

Your personal data is transferred to entities providing services to us, such as suppliers of IT systems and IT services, entities providing administrative support and entities related to us, including companies from our capital group.

Where we do share your data with 3rd parties or other AmRest entities, the shared data will be limited to that which is required by the 3rd party or other AmRest entity to provide the required processing. In such cases your personal data is safeguarded by Data Processing Agreements, committing outsourced service providers to process your personal data for specified purposes and in accordance with our instructions, comply with the GDPR and/or ZZPL and apply appropriate security measures to protect your personal information in line with our internal policies. All transfers outside of the EEA made to countries which are considered by the European Commission to not provide an adequate level of protection of personal information are safeguarded with agreement based on Standard Contractual Clauses approved by the European Commission.

More details about sharing data can be obtained from contact point specified in point X below.

X. CONTACT DETAILS

Contact with the Controller is possible via the e-mail address: iod@amrest.eu or by post AmRest sp. z o.o. Powstańców Śląskich 15-17 street, Wrocław (53-332), Poland.

XI. CHANGES TO THE PRIVACY POLICY

The policy is verified on an ongoing basis and updated if necessary.