

# Job Applicant Privacy Statement

PKC Group Ltd (collectively, “PKC” or “we”) respects privacy. This Privacy Statement describes how and why PKC processes job applicants' personal data.

## PKC as Data Controller

The controller of your personal data is the company to which you have applied. Please find the contact details of PKC group companies in the table below:

Add here all the companies to which this statement applies to

Name of the Company	Contact Details
PKC Group Poland Sp. Z o.o.	Ul. Radomska 86, 27-200 Starachowice, tel. +48 41 260 88 00

If you have any questions regarding this Privacy Statement, you can contact PKC's Data Protection Officer via [Pkc.Dpo.Eu@motherSON.com](mailto:Pkc.Dpo.Eu@motherSON.com).

## Why Does PKC Process Your Data?

Your personal data is processed for the following purposes at PKC:

- Managing our recruitment process, including communicating with applicants, organizing interviews and evaluating your suitability for the applied position
- Complying with our legal obligations

## What is the Legal Basis for Processing?

PKC always needs a valid legal basis for personal data processing. Your personal data is processed on one of the following bases:

### Legitimate interest

- PKC processes your personal data based on our legitimate interest in managing and facilitating our recruitment process.

### Legal obligation

- Implementation of the statutory premises contained in Art. 22(1) of the Labor Code or Art. 734, 627 of the Civil Code in the case of other forms of employment.

### Agreement

- PKC processes personal data in order to take steps to conclude a contract between the parties.

### Consent

- Applies to data processing to a broader extent than we are obliged to do by law or in the case of participation in future recruitment processes.

## What Personal Data PKC Processes?

PKC processes the following categories of personal data for the purposes of recruitment:

- Basic information, such as name and contact details
- Proficiency information, education information and certificates
- Interviews and performance evaluation-related information
- If the applied position requires it, a security clearance, a drug test or a credit check can be performed on the job applicant
- Others included in the submitted application

## What is the Source of Personal Data?

Personal data is primarily received directly from you in the context of our recruitment process. We may also get data from third parties such as recruitment companies, employment offices, or other PKC Group companies.

## Who Has Access to Your Data?

At PKC, your personal data is processed only by persons who need access to the data based on their job duties and responsibilities. Your personal data can be processed by:

### **Service Providers**

PKC uses service providers for the management of our recruitment process. Such service providers process personal data as data processors on behalf of PKC and based on instructions provided by PKC. We require that your personal data is only processed for the limited reasons authorized by PKC and stated in this Privacy Statement. Processing carried out by data processors is secured by agreements as required by applicable legislation.

### **Disclosures of data**

In certain circumstances, PKC needs to disclose your personal data to another organization. Such data disclosures can happen towards the following types of organizations:

- Authorities
- Occupational health care provider
- IT, hosting and postal companies
- PKC Group / Motherson Group companies

## Does PKC Transfer Personal Data Outside of the European Union and the European Economic Area?

In certain limited situations, we may transfer your Personal Data outside of the European Union and the European Economic Area. Some of the service providers we use are based outside of the European Union (EU) and the European Economic Area (EEA). Where this is the case, we ensure your personal data is protected with appropriate safeguards in accordance with applicable privacy laws. Such safeguards include risk assessments and agreements, such as Standard Contractual Clauses.

## How Long is Your Data Stored?

Your personal data is stored according to applicable legislation and as required by the processing purpose for which it is collected. Here are some examples of retention times for your personal data at PKC:

- Personal data at PKC is only stored for as long as it is needed for the purposes it was originally collected for.
- By default, the personal data of job applicants is stored for up to 2 years.

Please contact the company Data Protection Officer at [Pkc.Dpo.Eu@motherson.com](mailto:Pkc.Dpo.Eu@motherson.com) if you would like to know more about the retention times for personal data.

## Your Rights as a Data Subject

As a data subject, you have the following rights in relation to your personal data:

### **Right of Access**

You have the right to obtain confirmation as to whether or not your personal data is being processed by PKC, and where that is the case, receive a copy of the personal data processed by us.

### **Right to Rectification**

You have the right to request us to correct or complete any inaccurate data.

### **Right to Erasure**

You have the right to request the deletion of your personal data. In some cases, there may still be an overriding purpose or basis for retaining the personal data in question, for example, in order to fulfil legal obligations.

### **Right to Restriction of Processing**

In certain circumstances you have the right to request us to restrict the processing of your personal data.

### **Right to Data Portability**

In certain circumstances, you have the right to receive the personal data concerning you that you originally provided to us in a structured and commonly used format.

### **Right to Object**

You have the right to object to the processing of your personal data under certain circumstances.

### **Right to Make a Complaint to the Supervisory Authority**

You have the right to file a complaint about the processing of your personal data to the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa (<https://uodo.gov.pl/>).

In accordance with The General Data Processing Regulation (GDPR), the applicability of each right is dependent on the context, such as the legal basis and the purpose of data processing. If you wish to exercise your rights as a data subject, please contact [Pkc.Dpo.Eu@motherson.com](mailto:Pkc.Dpo.Eu@motherson.com).