

PRIVACY POLICY FOR CANDIDATES TO WORK

1. Personal data protection under the Regulation on the Protection of Personal Data (RODO)

This privacy policy contains information about personal data collected by LANGE Robert Lange 00-062 Warsaw, Kredytowa street 2/72 as an administrator of personal data, this policy explains what is happening with this information and which in this regard are your rights. If you have any questions or comments, please email to 187reduta@gmail.com.

For restaurant business, LANGE Robert Lange collects and uses information identifying individuals (also known as "personal data"), including information about our future, current and former employees and persons cooperating under civil law contracts.

As part of personal data protection, we would like to inform you:

- why and how LANGE Robert Lange collects, uses and stores your personal data;
- on what legal basis this personal data is processed, and
- what are your rights and our responsibilities in relation to this processing.

2. What does the privacy policy cover?

This policy applies to all forms of use by us in Poland of personal data ("processing") concerning the personal data of candidates to work employed by LANGE Robert Lange, regardless of the basis of employment.

3. What kind of personal data do we collect?

3.1 Candidates' data

3.1.1. Applicants' mandatory data

We collect from the Candidates the basic data indicated in art. 221 § 1 of the Labor Code, such as name (s) and surname, date of birth, education, course of previous employment, as well as other personal data when it is necessary to fulfill the obligation of the employer imposed by the law. Providing these data by the Candidates is a statutory requirement (in the case of Candidates employed under a contract of employment). The consequence of not providing data is the inability to get a job.

In the case of employees who are not Polish citizens, we can collect data from documents confirming the identity - to the extent it is necessary to demonstrate compliance with the obligations arising from the Polish legislation regarding the relevant authorities responsible for immigration policy.

3.1.2. Other data collected from Candidates

When filling out personal questionnaires on forms used by LANGE Robert Lange, electronic forms placed on websites or sending CVs, you can also provide other data. Providing these data by the Candidates is entirely voluntary, but it can contribute to LANGE Robert Lange's better understanding of your candidacy.

3.1.3 Data collected from other sources

LANGE Robert Lange may also collect personal data indirectly from entities providing recruitment services or employment agencies, as well as online portals enabling contact between employers and job applicants, if there is a legal basis to do so (e.g. you have agreed to send your candidacy to LANGE Robert Lange). By obtaining such information, LANGE Robert Lange will not unduly interfere in the privacy of the Candidate, he will limit

himself only to personal data from the professional area and will process such data only for purposes related to recruitment.

We can receive data from entities providing recruitment services, referred to in points 3.1.1 and 3.1.2.

3.1.4 Sensitive data

The personal data we process may also include special, particularly sensitive categories of data, such as information about the degree of disability.

Such categories of data will be particularly protected by LANGE Robert Lange. In particular, such data will not be made available to any unauthorized persons.

4. On what legal basis and for what purposes we process personal data?

4.1. Legal basis for data processing

We cannot process personal data if we do not have a valid legal basis. Therefore, we process personal data only if:

a) processing is necessary to fulfill contractual obligations towards you or, according to your request, is necessary to take specific actions before entering into a contract, for example to conduct a recruitment process;

b) processing is necessary in order to fulfill our legal obligations, such as submitting reports or information to relevant offices (e.g. the Social Insurance Institution) or explicitly requires us to do so by law (e.g. Article 221 of the Labor Code);

c) processing is necessary for the realization of reasonable interests of LANGE Robert Lange and does not unduly affect your interests or fundamental rights and freedoms. Please note that when processing personal data on this basis, we always strive to achieve a balance between our legitimate interests and your privacy;

Such "legitimate interests" are:

I. meeting our corporate and social responsibility goals;

II. establishing or pursuing civil law claims by LANGE Robert Lange as part of its operations, as well as defending against such claims;

III. measures taken to maintain operational activities (e.g. employment planning, budget planning etc.).

d) in some cases, when we obtained your prior consent.

4.2 Legal basis for the processing of precise data

Special categories of personal data (i.e. personal data revealing racial or ethnic origin, political views, religious or ideological beliefs, trade union membership, as well as genetic data, biometrics or health data, sexuality or sexual orientation) may be processed by LANGE Robert Lange only in special cases, i.e. when processing is necessary to fulfill our obligations resulting from employment, social security or social protection – this applies to personal data including degree of disability and related special rights of employees.

4.3 Consent to data processing

If we process your personal data based on your consent, it may be revoked at any time as easily as it has been granted. Failure to consent to the processing of data to which you are not obliged to provide will not result in the termination of the employment relationship with the Employee, and its cancellation will not result in adverse consequences for the Employee.

4.4. The purpose of data processing

We always process your personal data for a specific purpose and process only personal data that is necessary to achieve it. In particular, we process Candidates' personal data in order to:

- undertaking recruitment activities;
- preparation of employment contracts for candidates;
- management of our employee documentation;
- compliance with all legal obligations imposed on LANGE Robert Lange in relation to the Candidates.

5. How do we protect your personal data?

All employees accessing personal data, in particular managers and restaurant managers, must follow internal rules and processes related to the processing of personal data in order to protect them and ensure confidentiality. They are also required to comply with all technical and organizational security measures put in place to protect personal data.

We have implemented appropriate technical and organizational measures to protect employees' personal data against unauthorized, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access, and against all other illegal forms of processing. These security measures have been implemented taking into account the state of the art, implementation costs, processing risks and the nature of personal data, with particular emphasis on sensitive data.

6. Who has access to personal data and to whom are they transferred?

6.1. Transferring data to third parties

We may also transfer personal data to recipients and other third parties outside of McDonald's in order to fulfill the objectives set out in section 4.4 to the extent that they are necessary for them to carry out the tasks assigned to us, if it is required by law or if we have another legal basis (e.g. you have given consent to the transfer of data). The recipients or other third parties may be considered:

- a) entities processing personal data on behalf of LANGE Robert Lange, such as:
 - our IT system providers and hosting services, such as Online Technologies HR sp. o.o. – the administrator of the Hmlink.pl system, used to handle the recruitment process through application forms located on the websites – in the field of personal data of candidates processed using this application;
 - entities providing document archiving services.

Such entities do not decide by themselves how to process your personal data. The processing of personal data takes place only to the extent that it is necessary for LANGE Robert Lange to do business.

LANGE Robert Lange has control over the operation of such entities by means of appropriate contractual provisions protecting your privacy.

- b) entities such as:

- legal or tax advisors,
- courier or postal service providers,
- other McDonald's franchisees - if you have agreed.

Such entities are independent data controllers, which means LANGE Robert Lange has no control over how and in what extent they process your personal data. LANGE Robert Lange is not responsible for compliance of such entities with regulations.

c) all national public administration bodies, bodies of other Member States of the European Union (e.g. bodies appointed to protect personal data in other Member States of the EU) or courts, if required by applicable national or Union law or at their request.

6.2. Data transfer outside the European Economic Area

Personal data transmitted within or outside of McDonald's may also be processed in a country outside the European Economic Area (EEA), which includes Member States of the EU, Iceland, Liechtenstein and Norway. Countries outside the EEA may not offer the same level of protection of personal data as EEA countries.

If your personal data is transferred outside the EEA, LANGE Robert Lange will provide appropriate safeguards to ensure that such transfers are carried out in accordance with the applicable data protection rules. To ensure an adequate level of protection of personal data, LANGE Robert Lange may, for example, use the contract to entrust processing with a third party recipient based on standard contractual clauses approved by the European Commission or ensure that the transfer will take place within the jurisdiction of the European Commission's decision on the adequate protection of personal data. You can also ask for additional information in this regard and obtain a copy of the relevant security, using your rights set out in point 8.

7. How long do we keep your data?

We only store personal data for as long as necessary to achieve the purpose for which it was collected or to comply with legal requirements.

Candidates' personal data is processed throughout the entire recruitment process. After this time, the personal data of the Candidates regarding information about the recruitment will be processed during the limitation periods for civil law claims in order to allow LANGE Robert Lange to defend against any claims or to seek such claims if there is a risk of such claims against LANGE Robert Lange; as a rule, it is not longer than 3 years from the end of the recruitment process.

However, if you wish to have your personal data removed from our databases, you can submit an application in accordance with the information contained in point 8, which we will consider in a manner specified therein.

If you give your consent, your personal data may be stored for use in further recruitment conducted by LANGE Robert Lange for a period of up to 2 years.

8. What are your rights and how you can use them?

8.1. Existing rights

You have the right to access your personal data processed by LANGE Robert Lange. If you believe that any information about you is incorrect or incomplete, you also have the right to apply for rectification in the manner specified in section 8.2. below. LANGE Robert Lange will promptly correct such information.

You also have the right to:

- a) withdraw your consent in the event that LANGE Robert Lange obtained such consent for the processing of personal data (provided that such withdrawal does not violate the law of data processing carried out prior to the withdrawal);
- b) request removal of your personal data;
- c) request to limit the processing of your personal data;
- d) object to the processing of your personal data for other purposes if LANGE Robert Lange processes this data on a different legal basis than your consent; or

e) transfer of data, i.e. receipt of personal data transferred to LANGE Robert Lange in a structured, commonly used and readable machine format, and to request such personal data to be transferred to another controller of personal data, without inconvenience from LANGE Robert Lange and subject to its own obligations regarding confidentiality.

LANGE Robert Lange will verify your requests, demands or objections in accordance with the applicable provisions on the protection of personal data. However, remember that these rights are not absolute; provisions provide for exceptions to their application.

8.2. Using your rights

You can take advantage of the above rights:

- through your immediate superior (e.g., the chief or manager of the restaurant);
- by contacting LANGE Robert Lange at 02-459 Warsaw, Górczewska street, 249, by sending an e-mail to 187reduta@gmail.com or by calling 664353195.

If you are not satisfied with the way in which LANGE Robert Lange processes your personal data, please let us know about the problem and we will investigate any irregularities that have occurred. Please report your doubts with the methods indicated above.

If you have reservations about the LANGE response of Robert Lange, there is also the possibility of submitting a complaint to the competent authority for the protection of personal data. In Poland, this body is the President of the Office for Personal Data Protection.

In order to ensure the accuracy and accuracy of personal data, we may periodically ask you to check and confirm personal data that we hold about you or inform us about any changes to these personal data (such as change of address or change of marital status). We encourage Employees to regularly check the correctness, timeliness and completeness of the personal data being processed.

9. Updates to the privacy policy

This policy has been updated on 25/05/2018 and may be subject to further changes. If required by law, all information regarding future changes or additions to the processing of personal data described in this policy, which may affect you personally, will be communicated to you through the appropriate form of communication usually used at LANGE Robert Lange.

Employee's statement

I hereby declare that:

- a) I have read the candidate privacy policy;
- b) I have received a copy of the privacy policy

[date and signature (name and surname)]