

RM Wind | Privacy Policy

This Privacy Policy applies to the processing of personal data of employees, associates, contractors, clients, job candidates, and persons contacting the Controller.

1. PERSONAL DATA CONTROLLER

The personal data controller is **RM WIND Sp. z o.o.** with its registered office at ul. Owczarska 14, 05-822 Milanówek, entered into the National Court Register under KRS number 0001056080, NIP 5291849256.

In all matters related to the processing of personal data, contact with the Controller is possible via e-mail at: office@rmwind.com or in writing to the registered office address: ul. Owczarska 14, 05-822 Milanówek.

2. DATA PROTECTION OFFICER

The Controller has not appointed a Data Protection Officer.

3. PURPOSES OF PERSONAL DATA PROCESSING AND THE BASIS FOR PROCESSING

Personal data are processed in particular for the following purposes:

- conducting ongoing communication and responding to messages addressed to the Controller – based on Article 6(1)(f) of the GDPR, i.e., the legitimate interest of the Controller consisting in conducting correspondence and handling contact;
- taking steps prior to entering into a contract and the conclusion and performance of a contract with a client, contractor, or associate – based on Article 6(1)(f) of the GDPR;
- fulfillment of legal obligations incumbent on the Controller, in particular those resulting from labor law, civil law, tax law, accounting law, and social security regulations – based on Article 6(1)(c) of the GDPR and Article 9(2)(b) of the GDPR regarding the processing of health data (qualifications, medical examinations);
- conducting recruitment processes and evaluating candidacies; the Controller processes personal data of job candidates to the extent resulting from Article 22¹ § 1 of the Labor Code based on Article 6(1)(c) of the GDPR in connection with labor law provisions, and to the extent necessary to take steps prior to entering into an employment contract also based on Article 6(1)(b) of the GDPR. Personal data exceeding the statutory scope, provided voluntarily in a CV, cover letter, or other recruitment documents, are processed based

on the candidate's consent, i.e., Article 6(1)(b) of the GDPR, and in the case of special categories of data also based on Article 9(2)(a) of the GDPR. Data obtained during the interview may furthermore be processed based on Article 6(1)(f) of the GDPR, i.e., the legitimate interest of the Controller consisting in verifying the skills, experience, and suitability of the candidate for work in a specific position;

- in the event of separate consent, personal data may also be processed for the purpose of conducting future recruitment processes;
- implementation of cooperation with employees and associates, including the organization of contact and performance of obligations related to employment or cooperation – based on Article 6(1)(f) of the GDPR;
- establishment, exercise, or defense of claims – based on Article 6(1)(f) of the GDPR, i.e., the legitimate interest of the Controller;
- ensuring IT security, protection of resources, and the proper functioning of the website and ICT systems – based on Article 6(1)(f) of the GDPR.

4. RETENTION PERIOD OF YOUR PERSONAL DATA

- in the scope of ongoing communication and responding to messages addressed to the Controller – for the period of conducting correspondence, and then for a period of up to 12 months after its conclusion, unless the content of the correspondence justifies longer storage due to the need to establish, exercise, or defend claims, then until the expiry of the limitation periods for claims;
- in the scope of taking steps prior to entering into a contract and the conclusion and performance of a contract with a client, contractor, or associate – for the period necessary to take steps prior to entering into a contract and for the duration of the contract, and after its conclusion until the expiry of the limitation periods for claims related to the contract;
- in the scope of fulfillment of legal obligations incumbent on the Controller, in particular those resulting from labor law, civil law, tax law, accounting law, and social security regulations – for the period required by applicable legal provisions, in particular accounting and tax documentation, as a rule, for 5 years, and employee documentation for the period indicated in labor law provisions;
- in the scope of conducting recruitment processes and evaluating candidacies – for the duration of the recruitment, and after its conclusion for the period necessary to defend against possible claims, as a rule, no longer than 3 years from the conclusion of the recruitment process, and in the case of consent to participate in future recruitments – until the withdrawal of consent, but no longer than for a period of 2 years from the moment of data collection;
- in the scope of implementation of cooperation with employees and associates,

including the organization of contact and performance of obligations related to employment or cooperation – for the duration of employment or cooperation, and then for the period required by legal provisions or until the expiry of the limitation periods for claims;

- in the scope of establishment, exercise, or defense of claims – until the expiry of the limitation periods appropriate for given claims;
- in the scope of ensuring IT security, protection of resources, and the proper functioning of the website and ICT systems – for the period necessary to achieve these purposes, but no longer than until the loss of data utility or the submission of an effective objection, if applicable.

5. DATA RECIPIENTS

Personal data may be transferred exclusively to entities supporting the Controller in conducting business, in particular: hosting providers, e-mail, IT services, entities providing logistics, warehouse, and courier services.

6. RIGHTS OF THE DATA SUBJECT

Every data subject has the right to:

- access to data and obtaining a copy thereof;
- rectification of data;
- erasure of data if the premises provided for by law occur;
- restriction of processing;
- lodging an objection to data processing based on Article 6(1)(f) of the GDPR;
- lodging a complaint with the President of the Personal Data Protection Office.

7. TRANSFER OF DATA OUTSIDE THE EEA

Data may be transferred outside the European Economic Area.

In order to exercise the granted rights, the Controller should be contacted using the contact details indicated in point 1 of the Privacy Policy. To the extent that the processing of personal data takes place based on consent, the data subject has the right to withdraw consent at any time, without affecting the lawfulness of the processing carried out before its withdrawal. Withdrawal of consent may take place in particular through contact with the Controller at the e-mail address indicated in point

The current version of the Privacy Policy is published on the Controller's website.