

## PRIVACY POLICY REGARDING JOB APPLICANTS

Protection of the privacy of job applicants is very important for us. We do our best to protect the personal data of Applicants properly and to explain how we use it in a clear way.

This policy (“**the Privacy Policy**”), drafted by **Jerónimo Martins Polska Spółka Akcyjna** seated at Żniwna 5, 62-025 Kostrzyn (hereinafter “**the Controller**”, “**the Company**” or “**we**”, “**us**”) is addressed to Job Applicants/Contractors of the Company, who apply via our recruitment systems.

Filing an application results in participation in the recruitment process for the particular job and, as a result, the Controller gains a legal basis to process the Applicant’s personal data for purposes related to that recruitment process – and if a separate consent is provided – also to future recruitment processes administered by the Company.

We provided a special form at [www.karierawjm.pl](http://www.karierawjm.pl) for those willing to apply for a job for which we are not recruiting at the moment (the so-called spontaneous application).

Please click in the following table of contents of the Privacy Policy to learn about the terms of the Applicants’ personal data processing in the recruitment process.

1. Personal Data Controller
2. Contact details of the Personal Data Controller and Personal Data Protection Officer
3. Personal data processing by filing applications for jobs involving an employment contract or a civil law contract.
4. Your rights regarding personal data.
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6. Personal data disclosure.
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### **1. Who is responsible for the Applicants’ personal data?**

The Personal Data Controller is Jerónimo Martins Polska Spółka Akcyjna seated in Kostrzyn (postal code: 62-025) at Żniwna 5, entered into the register of entrepreneurs of the National Court Register kept by the District Court Poznań – Nowe Miasto i Wilda in Poznań, 9<sup>th</sup> Commercial Division of the National Court Register under the KRS number 0000222483, Tax Identification Number 7791011327.

### **2. How can you contact the Personal Data Controller and the Personal Data Protection Officer?**

In cases regarding the Applicants' personal data processing by the Controller, please contact us via e-mail [JMP.Rekrutacja@jeronimo-martins.com](mailto:JMP.Rekrutacja@jeronimo-martins.com).

The personal data controller has appointed a Personal Data Protection Officer, so in cases regarding personal data processing you can also contact our Officer via e-mail: [dpo.polska@jeronimo-martins.com](mailto:dpo.polska@jeronimo-martins.com).

### **3. What is the legal basis and the purpose of our personal data processing?**

We undertake to process personal data in compliance with the law, based on one of the following grounds, depending on whether the job applied for is performed under an employment contract or a different type of a cooperation contract (civil law contract).

For applications filed by e-mail we use the eRecruiter system, which requires you to provide the e-mail for the purpose of Applicant identification in the recruitment computer system. The Applicant will receive a confirmation of application at the e-mail address provided.

#### **3.1. Employment contract**

The Controller processes the personal data referred to in Article 221 Section 1 of the Labour Code and other data provided by the Applicant in their application and CV. If the documents include data which is not adequate for the purpose of recruitment, the Controller does not process such data.

The Controller expects the Applicant to provide only the personal data specified in the labour law provisions. Its provision is the condition of participation in the recruitment process. If the Applicant provides also other data, not required by the Controller, it is construed that the Applicant has provided consent to its processing, however, such consent may be withdrawn anytime and this does not affect the compliance of processing done before the withdrawal.

The Applicant's personal data is processed by the Controller:

- a) within the scope following from the provisions of the law, including, but not limited to the Labour Code – under Article 6 Section 1 letter c) of GDPR (legal obligation of the Controller), for the purpose of conducting the recruitment process and
- b) as regards data other than the one referred to in item a) above and provided to us by the Applicant – based on their consent to personal data processing for the purpose of conducting the recruitment process (Article 6 Section 1 letter a) of GDPR and Article 9 Section 2 letter a) of GDPR),
- c) to the extent necessary to establish, assert or defend claims in court or out-of-court proceedings – for the purpose of pursuing a legitimate interest of the Controller, consisting in the establishment, asserting or defense of such claims (Article 6 Section 1 letter f) of GDPR).

If the Applicant has given an additional consent to process the personal data included in the application form or CV provided to us for the purpose of future recruitment process, such consent is the basis of processing (Article 6 Section 1 letter a) of GDPR).

If the application is filed via the spontaneous application form (i.e. not for a specific job), we process the data based on the Applicant's consent (Article 6 Section 1 letter a) of GDPR). However, as soon as we include the spontaneous application into the recruitment process, we process the Applicant's data pursuant to items a), b) and c) above.

We would like to inform you that within the purposes referred to in Section 3.1.c) above, we are authorized to process the Applicant's personal data based on our legitimate interest, unless, in the light of the Applicant's reasonable expectations, it is their interests or the fundamental rights and freedoms that prevail over our interests as the Controller.

### **3.2.A civil law contract.**

If the purpose of the recruitment is concluding a cooperation contract, service provision contract or a different civil law contract (e.g. independent contractor agreement), the personal data processed by the Controller includes:

- a) the name and surname, phone number, e-mail address, education and current employment record – under Article 6 Section 1 letter b) of GDPR, as data necessary to take actions before possible conclusion of a civil law contract,
- b) the personal data provided to us by the Applicant other than the one referred to in item a) above – based on the Applicant's consent to personal data processing for the purpose of the recruitment process (Article 6 Section 1 letter a) of GDPR),
- c) to the extent necessary to establish, assert or defend claims in court or out-of-court proceedings – in order to pursue a legitimate interest of the Controller, consisting in the establishment, asserting or defense of such claims (Article 6 Section 1 letter f) of GDPR).

If the Applicant has given an additional consent to process the personal data included in the application form or CV provided to us for the purpose of future recruitment process, such consent is the basis of processing (Article 6 Section 1 letter a) of GDPR).

We would like to inform you that within the purposes referred to in Section 3.2.c) above, we are authorized to process the Applicant's personal data based on our legitimate interest, unless, in the light of the Applicant's reasonable expectations, it is their interests or the fundamental rights and freedoms that prevail over our interests as the Controller.

## **4. What are the Applicant's rights regarding personal data?**

Pursuant to the GDPR provisions, the Applicant has numerous rights regarding their personal data. You will find an overview of these rights below:

- a) Access to personal data. The Applicant may exercise the right of access to their personal data anytime.
- b) Data rectification and completion. The Applicant may request the Controller to immediately rectify the Applicant's personal data that is incorrect and to complete the incomplete personal data.
- c) Data erasure right. The Applicant may request the Controller to immediately erase the personal data in the following cases:
  - if the personal data is not necessary for the purposes it has been collected for anymore or is processed in a different way;
  - if the Applicant objects against data processing, as referred to in item e) below, and there are no superior legitimate grounds to process such data;
  - if the personal data is processed contrary to the law;
  - if the personal data must be erased, so that a legal obligation specified in the EU law or the laws of Poland can be performed.

However, the Controller may still not erase the personal data to the extent its processing is necessary for (i) exercising the right of freedom of speech and information, (ii) performing a legal obligation that requires processing under the EU law or the laws of Poland, (iii) establishing, asserting or defending claims.

- d) The right of limitation of personal data processing. The Applicant may request the Controller to limit the processing if:
  - they question the correctness of the personal data – for a period allowing the Controller to verify its correctness;
  - the processing is contrary to the law and the Applicant objects to personal data erasure and requires limitation of its use instead;
  - the Controller does not need the personal data for the purpose of processing, but the Applicant needs it to establish, ascertain or defend claims;
  - the Applicant has objected to the processing, as referred to in item e) below – until it is established whether the legitimate interest of the Controller prevails over the grounds of the Applicant's objection.
- e) The right of objection. The Applicant **may object to the manner of processing of their personal data**, if the Controller processes such data in pursuit of their legitimate interest. The Controller may dismiss the objection if they prove that there are relevant legitimate grounds for processing which prevail over the interests, rights and freedoms of the Applicant or the grounds for establishing, asserting or defending claims.
- f) The right of withdrawal. To the extent the Applicant's personal data processing is based on their consent, the Applicant may withdraw the consent anytime. Withdrawal of the consent does not affect the compliance of the processing done before the withdrawal.
- g) The right of data transfer. The Applicant is authorized to receive from the Controller, in a structured, commonly applicable and computer-readable form, the personal data they

provided in the recruitment process. They are also authorized to transfer such data to a different controller.

- h) **The right of complaint.** The Applicant may file a complaint regarding the Controller's personal data processing to a supervisory body, which, in Poland, is the President of the Personal Data Protection Office)

The rights referred to in items a)-h) above may be exercised by contacting the Controller in the manner described in Section 2 above, i.e. via e-mail address [JMP.Rekrutacja@jeronimo-martins.com](mailto:JMP.Rekrutacja@jeronimo-martins.com).

## **5. Provision of personal data**

The Applicant's provision of their personal data in the recruitment process, to the extent defined in the labour law provisions, is the condition of their participation in the relevant recruitment process. Failure to provide such data makes it impossible to participate in the recruitment. Provision of personal data is voluntary within the remaining scope of the application form. However, we recommend providing such data as e-mail address and phone number, as this will make it easier for us to contact the Applicant.

Provision of data specified in the spontaneous application form is voluntary. Note that the lack of certain data may result in the application not being considered in recruitment for the relevant job, which is why we recommend filling in the whole form.

## **6. Who we disclose the Applicants' personal data to?**

We may disclose the Applicants' personal data to the following recipients or categories of data recipients:

- a) Service Providers who provide services for us, including, but not limited to those providing the hosting, the application for sending forms and CVs and for communicating with the applicants as well as those conducting recruitment processes for us. In the contracts concluded with such service providers we require compliance with the applicable data protection provisions.
- b) If such an obligation follows from the unconditionally applicable provisions of the law, the Controller may also disclose your personal data to third parties, including, but not limited to the authorized state administration bodies.
- c) entities of Jeronimo Martins Group in Poland and Portugal within the management trainee programmes conducted.

## **7. For how long do we store the Applicants' personal data (term of data storage)?**

The Controller does their best, so that the Applicants' personal data is processed adequately and for as long as it is necessary for the purposes it has been collected for.

To the extent the Applicants' personal data has been collected for the purposes of the relevant recruitment process, future recruitment or within a spontaneous application, we process it for the period of 15 months of the moment of applying and then the data is erased, unless the Applicant is employed.

#### **8. Amendments to the Privacy Policy**

This Privacy Policy may be amended especially if the need or obligation of such amendments result from a change in the relevant provisions of the law or the manner of recruitment, including a change in the data recipients.

Those whose personal data is processed pursuant to this Privacy Policy will be notified of any amendments hereto.