



ten square games

INFORMATION ON PROCESSING PERSONAL DATA DURING RECRUITMENT CARRIED OUT BY TEN SQUARE GAMES S.A., WITH ITS REGISTERED OFFICE IN WROCLAW

1. The controller of the personal data of individuals interested in being recruited is Ten Square Games S.A., with its registered office in Wrocław (postcode 50-416), at ul. Generała Romualda Traugutta 45, entered in the business register of the Polish Court Register kept by the District Court for Wrocław-Fabryczna in Wrocław, 6th Commercial Department of the Polish Court Register, under number KRS 0000704863, tax identification number NIP: 8982196752, tax identification number REGON: 021744780 (further: “**Controller**”): You can contact us by post at the above address or electronically at: administracja@tensquaregames.com.
2. We have designated a data protection officer whom you can contact by e-mail at: dpo@tensquaregames.com.
3. To the extent provided for by the law, you are entitled to access your personal data; to request that it be rectified, erased or that its processing be restricted; to object to the processing; and to data portability. In addition, you have the right to lodge a complaint with the supervisory authority appropriate for personal data protection in the member state of your usual residence. In Poland, the appropriate authority is the President of the Personal Data Protection Authority (*PUODO*) (address: Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa).
4. In a situation where the legal basis for processing personal data is your consent, you are entitled to withdraw the consent to process personal data at any time, which will not, however, affect the lawfulness of processing based on the consent before its withdrawal.
5. You can exercise your rights by writing to: dpo@tensquaregames.com.
6. Your personal data is processed in order to:
 - 1) carry out the current recruitment process;
 - 2) enable you to participate in future recruitment processes, providing you consented to this;
 - 3) establish, exercise, and defend claims.
7. Where we receive your CV otherwise than in response to our advertisements or where we do not carry out recruitment, your personal data will be processed in order to examine your CV and decide about starting a recruitment process.
8. The legal basis for processing your personal data:
 - 1) in the case of an employment contract - personal data will be processed based on article 6 section 1 letter c of the GDPR, in connection with article 22¹ of the Polish Labour Code. According to that provision, the Controller may process data where this is necessary for compliance with a legal obligation. This obligation rests with the Controller as an employer obliged to acquire specific personal data from a person applying for employment;
 - 2) in the case of a civil-law contract (e.g. a mandate contract, a co-operation agreement) - personal data will be processed based on article 6 section 1 letter b of the GDPR. According to that provision, the Controller may process data where this is necessary for taking steps at the request of the data subject (i.e. you) prior to entering into a contract;
 - 3) we can process your personal data based on your consent (article 6 section 1 letter a of the GDPR). This occurs where you:
 - transfer to us more data than needed under the law or by us (e.g. where you send your photograph or information about your interests);
 - consent to participate in future recruitment processes;
 - send your CV otherwise than in response to a concrete advertisement or where we are not currently carrying out recruitment.
 - 4) we can process your personal data based on the Controller’s legitimate interests (article 6 section 1 letter f of the GDPR), consisting in ensuring effective legal security of the Controller.
9. Your personal data will be received by entities providing us with IT services (Recruitee B.V., with its registered office in the Netherlands) and entities enabling the publication of job advertisements.
10. Your personal data collected during the current recruitment will be retained for 6 months until the recruitment process ends, i.e. until the contract is signed or none of the persons are chosen. If we receive your consent to process personal data for future recruitment processes, your personal data will be retained for a period of 5 years. If you send your CV otherwise than in response to our advertisements, we will delete your CV and other personal data and will inform you that we are not carrying out recruitment. Conversely, where we are interested in your submission, we will start a recruitment process and your personal data will be retained on a standard basis. Personal data may also be each time retained for a longer period, i.e. maximum until civil-law claims connected with the recruitment become statute-barred.
11. The provision of personal data to the extent required under the Labour Code constitutes a statutory requirement, while to the extent required by the Controller constitutes a condition for participating in the recruitment process. For this reason you are obliged to provide such data. Lack of this data will prevent your participation in the recruitment.



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Other personal data (i.e. your image), i.e. data that is not required under the law or by the Controller, is provided voluntarily and does not affect the possibility to participate in the recruitment.