

INFORMATION ON THE PROCESSING OF PERSONAL DATA

In connection with its business activities, Volkswagen Motor Polska sp. z o.o., ul. Strefowa 1, 59-101 Polkowice (TAX ID 6922088897), is the Controller of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, p. 1) – (hereinafter referred to as “GDPR”).

The Controller processes the data of natural persons who contact them for purposes related to their business activities, e.g., persons sending inquiries by e-mail or telephone, job applicants (hereinafter referred to as “Data Subjects”).

In connection with the above, basic information related to the personal data processing is presented below.

Controller's contact details

The Controller can be contacted:

- by phone: **+48 76 848 3000**,
- by email: vwmp@vwmp.pl,
- in writing: **ul. Strefowa 1, 59-101 Polkowice, Poland.**

Purposes and grounds for personal data processing:

- a. Conducting e-mail and traditional correspondence pursuant to Article 6(1)(f) of the GDPR – which is justified by the Controller 's interest in conducting correspondence addressed to him,
- b. Telephone contact pursuant to Article 6(1)(f) of the GDPR – which is justified by the Controller 's interest in maintaining contact with persons who send him inquiries, offers, etc.,
- c. Recruitment for the offered job position pursuant to Article 6(1)(c) of the GDPR, the provisions of the Labor Code and Article 221 § 1 of the Labor Code, and the provisions of the Regulation of the Minister of Family, Labor and Social Policy of December 10, 2018, on employee documentation – in the scope of personal data required by law, as well as pursuant to Article 6(1)(a) of the GDPR in the scope of personal data not required by law, provided on the basis of the voluntary consent of the data subject.
- d. Recruitment for a job position in future recruitment processes pursuant to Article 6(1)(a) of the GDPR – on the basis of the voluntary consent of the data subject.
- e. Pursuing claims or defending against claims pursuant to Article 6(1)(f) of the GDPR – which is justified by the financial interest of the Controller.

1. Where personal data are collected for purposes related to the performance of a specific contract or for other purposes related to the activities carried out, the Controller shall provide the data subject with appropriate separate information concerning the processing of their personal data.
2. The recipients of personal data may include other companies from the Volkswagen Group, other controllers, entities cooperating with the Controller in the field of recruitment processes, ICT service providers in the field of hardware and software, couriers, and consulting companies, including in particular those providing accounting, financial, and legal services.
3. As a rule, personal data will be processed until the purpose for which it was collected has been fulfilled. If the processing of data is based on the legitimate interest of the Controller, the data will be processed for a maximum period until an effective objection to its processing is lodged. If the processing is based on the consent of the data subject, the data will be processed until the consent to its processing is withdrawn. Personal data collected for the purposes of the current recruitment process will be processed until its completion and then for the period necessary to secure any claims related to this process. If consent is given to participate in future recruitment processes, personal data will be processed until consent is withdrawn, but no longer than for the period specified in the consent. For the purposes of pursuing or defending against claims, we store personal data until 90 days after the expiry of the limitation period for claims arising from our legal relationship. However, this period may be extended if processing is necessary to establish or pursue claims or defend against claims, to the extent required by law. In such a case, personal data will be processed until the end of the proceedings initiated in connection with the investigation or defense against claims.
4. Every data subject has the following rights:
 - a. Right to access personal data – the right to obtain information about the processing of personal data and a copy of the data,
 - b. Right to rectify personal data – the right to rectify incorrect data or complete incomplete data,
 - c. Right to erase personal data – the right to request the erasure of data whose processing is no longer necessary for the purposes for which the data was collected,
 - d. Right to restrict the processing of personal data – consists in ceasing to perform operations on personal data, with the exception of operations for which the data subject has given consent, and storing them – until the reasons for restricting the processing cease to exist,
 - e. Right to transfer personal data – the right to request the release of data provided by the data subject in a format that allows it to be read by a machine (computer), to the extent that the data is processed on the basis of a contract or consent,
 - f. Right to lodge a complaint with a supervisory authority – the right to lodge a complaint with the President of the Personal Data Protection Office at ul. Stawki 2, 00-193 Warsaw, Poland if it is considered that the processing of personal data violates the provisions on the protection of personal data.

5. The data subject also has the right to raise a reasoned objection to the processing of their personal data for purposes justified by the legitimate interests of the Controller, as described in point 2. Personal data will not be processed for these purposes unless we are able to demonstrate compelling legitimate grounds for the further processing which override the interests, rights, and freedoms of the data subject or for the establishment, exercise, or defense of legal claims.
6. If personal data has been provided on the basis of consent, the data subject has the right to withdraw it at any time. Withdrawal of consent does not affect the lawfulness of the processing of personal data carried out on the basis of consent prior to its withdrawal.
7. Personal data may be transferred to third countries (outside the European Economic Area) only in cases provided for by law, in particular to entities within the Volkswagen Group, with appropriate safeguards, including standard contractual clauses adopted by the European Commission.
8. The data subject may exercise their rights via email: ochrona.danych@vwmp.com.pl or in writing to the address of the Controller's registered office.
9. As part of the recruitment process, we should be provided with personal data as required by law, as referred to in point 2(c) above. If this data is not provided to us, we will not be able to carry out the recruitment process. In other respects, and for other purposes, the provision of personal data is voluntary.
10. The decisions we make regarding the data subject are not based on automated processing, including profiling of personal data.