

## Information obligation

Please be advised that OTTO Work Force (all registration data is available on the website [www.ottoworkforce.com](http://www.ottoworkforce.com)) is the Personal Data Administrator. Your data will be processed by the Administrator for the recruitment purposes, i.e. in the process of searching for proper candidates to be employed or recommendation to our clients.

We would like to assure You that Your consent is voluntary and can be revoked at any time by sending such information to one of the following e-mail addresses:

**Bulgaria:** [mydataBG@ottoworkforce.eu](mailto:mydataBG@ottoworkforce.eu)

**Slovakia:** [mydataSK@ottoworkforce.eu](mailto:mydataSK@ottoworkforce.eu)

**Czech Republic:** [mydataCZ@ottoworkforce.eu](mailto:mydataCZ@ottoworkforce.eu)

**Romania:** [mydataROM@ottoworkforce.eu](mailto:mydataROM@ottoworkforce.eu)

**Poland:** [mojedane@ottoworkforce.pl](mailto:mojedane@ottoworkforce.pl)

**The Netherlands:** [mydataNL@ottoworkforce.eu](mailto:mydataNL@ottoworkforce.eu)

or submit an application in the company's registered office or its Branch. Contact details can be found on our website: [www.ottoworkforce.com](http://www.ottoworkforce.com). Withdrawal of Your consent will not have an impact on compliance with the right to process the data that had been processed based on Your consent before its withdrawal.

On the basis of Your explicit consent we can process Your personal data for the purpose of direct marketing of own products and services and sending commercial information via electronic means to Your e-mail address and telephone number.

We can publish Your data only when You have given your consent thereto or, if necessary, to authorised entities. Moreover, our employees will have the access to Your data who need them to perform their everyday tasks, and subcontractors i.e. the entities we employ to process Your data, i.e. IT companies, accounting companies, marketing agencies, law offices and other independent recipients, e.g. business partners. Your data contained in the CV and any forms filled in by you will also be transferred to the employers hiring temporary workers or potential employer on the basis of the law.

We do not transfer Your data outside the territory of European Economic Area.

Your data such as name and surname and e-mail address that we process for the purpose of direct marketing of our products and services will be stored until You object to their processing. Thus, You should withdraw Your consent for this purpose. Otherwise, we can decide to stop processing such data once we establish that Your consents have become outdated.

Please be advised of Your rights:

- to access Your data and receive a copy thereof, which means that if You ask us what data we process about You, we will be obliged to give You a full answer;
- to rectify (correct) Your data;
- to erase Your data – if You think there is no basis for us to process Your data You can demand that we erase them;
- to restrict processing of Your data – You can demand that we restrict processing of Your personal data only to storing or performing actions agreed upon with You, if You think we have incorrect data related to You or we process them illegally or if You do not want us to erase them;
- to lodging an objection to processing of Your data for the purpose of direct marketing. If You will exercise such right, we will stop processing your data for this purpose;
- to transfer data – You have the right to receive from us Your personal data You have provided on the basis of Your

consent in a structured, commonly used, machine-readable format (e.g. CSV), and the right to send such data directly to another administrator. You can also order us to send the data directly to another entity if it is technically feasible;

- to lodge a complaint to a supervisory body. If You think we process Your data against the law, You can lodge a complaint to the President of the Office for Personal Data Protection.

In order to exercise Your rights please send your demand to one of the following e-mail address:

**Bulgaria:** [mydataBG@ottoworkforce.eu](mailto:mydataBG@ottoworkforce.eu)

**Slovakia:** [mydataSK@ottoworkforce.eu](mailto:mydataSK@ottoworkforce.eu)

**Czech Republic:** [mydataCZ@ottoworkforce.eu](mailto:mydataCZ@ottoworkforce.eu)

**Romania:** [mydataROM@ottoworkforce.eu](mailto:mydataROM@ottoworkforce.eu)

**Poland:** [mojedane@ottoworkforce.pl](mailto:mojedane@ottoworkforce.pl)

**The Netherlands:** [mydataNL@ottoworkforce.eu](mailto:mydataNL@ottoworkforce.eu)

or contact with the employee in the registered office of the Company or in Branch Office. Detailed address details can be found at [www.ottoworkforce.com](http://www.ottoworkforce.com)

Please remember that before You exercise Your rights, we will have to make sure that You are the person who has provided us with all the data, so we will have to identify You properly.

Your data necessary to conduct the recruitment process as well as further employment can be made available to other Companies from OTTO Capital Group. Full details of companies from the OTTO capital group can be found at [www.ottoworkforce.com](http://www.ottoworkforce.com)

#### Consent to participate in the recruitment process

I hereby give me consent to process my data contained in the CV and in all forms I have fill in necessary for the purposes of the recruitment process, including future recruitment process by the companies of OTTO Group mentioned above. With this consent, we will be able to contact You in connection with our recruitment process, including presentation job offers as well as in the future with new recruitment process. If You would also like to receive our present and future job offers, please select this consent to the participation in the recruitment process. It is necessary to contact You.

YES  NO

#### Marketing and telecommunication consent

I hereby agree to the processing of my personal data for marketing purposes and for the transmission of commercial information, via electronic communication means and telecommunications devices (such as phone, tablet, computer) by the companies of OTTO Group mentioned above. If you give this consent, Your personal data will be processed in order to provide You with marketing and commercial information. With this consent, we will remain in touch and will be able to call You or send You email and sms with our best job offer and present it to You.

YES  NO

