



PRIVACY POLICY

date last modified: 24.05.2022

This Privacy Policy (hereinafter referred to as: "Policy") defines the principles of storing and accessing information on the User's devices with the use of cookies, used for the implementation of services provided electronically to the User by Miastoprojekt Wrocław Sp. z o.o., based in Wrocław, as well as the principles concerning the processing of personal data by Miastoprojekt Wrocław Sp. z o.o., based in Wrocław, obtained through the www.miastoprojektwroclaw.pl website, as well as through contact with Miastoprojekt Wrocław Sp. z o.o., based in Wrocław, and processed in the Company's recruitment processes.

I. DEFINITIONS

The following terms and acronyms used in this Policy mean:

1. **Controller** - the entity which decides about the purposes and methods of processing personal data, and also the operator of the Website, i.e. Miastoprojekt Wrocław Sp. z o.o. based in Wrocław;
2. **Cookies** - computer data, in particular small text files, recorded stored on devices through which the User accesses websites of the Service;
3. **GDPR** - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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 EU L No. 119 of 2016);
4. **Service** - the website operating at www.miastoprojektwroclaw.pl;
5. **Device** - an electronic device through which the User accesses the Service;
6. **User** - the entity to whom electronic services may be provided or with whom an agreement for the provision of electronic services may be concluded.

II. DATA CONTROLLER

1. The Controller of the personal data obtained via www.miastoprojektwroclaw.pl, as well as through contact with Miastoprojekt Wrocław Sp. z o.o. based in Wrocław and processed in the recruitment process is Miastoprojekt Wrocław Sp. z o.o. based in Wrocław, Pl. Grunwaldzki 23, 50-365 Wrocław, registered in the Register of Entrepreneurs of the National Court Register kept by the



District Court for Wrocław-Fabryczna in Wrocław, 6th Commercial Division of the National Court Register under no: 0000166714; NIP No.: 8971684270; REGON: 932925593, hereinafter: the "Controller".

2. Contact with the Controller is possible through:
 - a. contact at the Controller's office or by written correspondence to the address of the Controller's headquarters, i.e. Grunwaldzki 23, 50-365 Wrocław,
 - b. e-mail correspondence to: ado@miastoprojektwroclaw.pl

III. COOKIES

1. Cookies used by the Controller are safe for the User's Device. In particular, it is not possible for viruses or other unwanted software or malware to enter the Users' Devices via this route. These cookies allow us to identify the software used by the User and customize the Service for each individual User. Cookies typically contain the name of the originating domain, the length of time they are stored on the Device, and an assigned value.
2. The Controller uses two types of cookies:
 - a. Session cookies: these are stored on the User's Device and remain there until the session of the respective browser ends. The stored information is then permanently deleted from the Device memory. The mechanism of session cookies does not allow collecting any personal data or any confidential information from the User Device.
 - b. Persistent Cookies: are stored on the User's Device and remain there until deleted. Ending the session of a given browser or switching off the Device does not remove them from the User's Device. The mechanism of persistent cookies does not allow collecting any personal data or any confidential information from the User Device.
3. The law states that you may store cookies on your Device if it is necessary for the operation of this website. For all other types of cookies, the Controller needs the User's permission.
4. When entering www.miastoprojekt.pl, for the first time, the User, at the bottom of the page, is shown information about cookies. The User here has the option to choose which types of cookies the User agrees to use.
In addition, the User may withdraw his/her consent at any time by changing the settings in the Cookie Information.



5. You have the ability to restrict or disable access to cookies on your Device. If you use this option, you will be able to use the Website except for functions that by their nature require cookies.
6. Necessary cookies are processed by the Controller on the basis of Article 6(1)(f) of the GDPR, for the purposes specified in the table below, which are the legitimate interests of the Controller and the Users. Other cookies are processed on the basis of the User's consent, in accordance with Article 6(1)(a) of the GDPR.
7. List of cookies used on www.miastoprojektwroclaw.pl:

LIST OF COOKIES USED ON THE WEBSITE
WWW.MIASTOPROJEKTWROCLAW.PL:

Essential (4)				
Essential cookies contribute to the usability of the website by enabling basic functions such as site navigation and access to secure areas of the website. The website cannot function properly without these cookies.				
Name of cookie	Description of cookie usage	Cookie expiration date	Supplier	Type
hs	Provides security for visitors' browsing by preventing forged requests between sites. This cookie is essential for the security of the site and the visitor.	throughout the session	miastoprojektwroclaw.pl	HTTP
ssr-caching	This cookie is necessary for the activity of the cache function. The site uses a cache to optimize response time between the visitor and the site. The cache is usually stored in the visitor's browser.	1 day	miastoprojektwroclaw.pl	HTTP
TS#	It is used to ensure site security and detect fraud.	throughout the session	miastoprojektwroclaw.pl	HTTP



XSRF-TOKEN	Provides security for visitors' browsing by preventing forged requests between sites. This cookie is necessary for the security of the website and the visitor.	throughout the session	miastoprojekt wroclaw.pl	HTTP
Statistical (1)				
Statistical cookies help site owners understand how visitors interact with websites by collecting and reporting information anonymously.				
fedops.logger.sessionId	Records statistical data on user behaviour on the site. Used for internal analysis by the site operator.	permanent storage	miastoprojekt wroclaw.pl	HTML
Marketing (1)				
Marketing cookies are used to track visitors to websites. The intent is to display ads that are relevant and engaging to the individual user, and thus more valuable to publishers and third-party advertisers.				
svSession	It tracks the visitor across all wix.com sites. The information collected can be used to make advertising more relevant to the visitor.	2 years	miastoprojekt wroclaw.pl	HTTP

4. DATA COLLECTED THROUGH CONTACT WITH THE CONTROLLER

1. The Controller processes personal data obtained through contact with the Controller:
 - a. via email correspondence;
 - b. through a phone call.
2. In the course of e-mail correspondence the Controller acquires the e-mail address of the sender of an e-mail message. Moreover, the Controller can acquire other data of the sender if they are given in the body of the message or in the footer of the e-mail, e.g. name and surname, telephone number, position, company name.
Providing your email address is necessary to support your email correspondence. Other data, in particular data included in the content



of the message, are provided voluntarily; however, contact data and information on which the realization of a specific interest of the contacting person depends are necessary for the realization of such interest. Failure to provide such data may result in the Controller's inability to fulfil the contactee's interest.

3. In the context of telephone contact, the Controller acquires certain data of the caller only if the caller provides such data in order to handle his/her inquiry or other interest that he/she addresses to the Controller. This data may include, but is not limited to, name, phone number, and other data necessary to contact that person and fulfil that person's interest. The aforementioned personal data are provided voluntarily.
4. The purpose of processing personal data obtained through contact with the Controller is to handle correspondence, including answering questions, processing requests and demands of the contacting persons, ensuring the performance of a service provided by the Controller or fulfilling any other interest of the contacting person. If the person contacting the Controller is a client or potential client, the purpose of the processing of personal data is also the performance of a contract or taking steps towards its conclusion.
5. After the processing for the purposes set out in item 4 above, the Controller may process the data obtained as part of the contact in order to pursue the legitimate interests of the Controller or third parties, including but not limited to establishing, pursuing or defending claims arising from the contact with the Controller and pursuing the interests of the contactee.
6. The legal basis for the processing of personal data obtained through contact with the Controller is:
 - a. Article 6(1)(a) of the GDPR - with regard to data provided to the Controller freely, on the basis of consent to the processing of personal data in the form of actions confirming the expression of such consent;
 - b. Article 6(1)(b) of the GDPR - with regard to data provided to the Controller in connection with the performance of a contract concluded with the Controller or taking action aiming at its conclusion;
 - c. Article 6(1)(f) of the GDPR - to the extent of data provided to the Controller for the purpose of fulfilling the interest requested by the contactee, the handling of correspondence, and the fulfilment of



the Controller's or third parties' legitimate interests indicated in this section.

V. PERSONAL DATA PROCESSED IN THE RECRUITMENT PROCESS

1. The Controller processes personal data obtained as a result of the recruitment process conducted by it, which were included in the content of the candidates' applications.
2. As part of the recruitment process the Controller collects identification, contact, education, previous employment history and other data included in the CV and cover letter of the candidates.
3. The Controller may require the candidate to provide data referred to in the provisions of the labour law, in particular Article 22¹ § 1 of the Labour Code. Providing other data depends on the candidate himself, who, by submitting the application documents, agrees to the processing of personal data contained therein. Failure to provide data referred to in the provisions of the labour law, in particular Article 22¹ § 1 of the Labour Code, will prevent the Controller from conducting the recruitment procedure, while failure to provide other data will not affect the recruitment procedure.
4. If a candidate provides information that qualifies as special categories of data within the meaning of the GDPR, such data will only be processed by the Controller if explicit consent to the processing has been given beforehand (e.g. a consent clause in the CV).
5. The purpose of the processing of personal data obtained as a result of the recruitment process conducted by the Controller is to carry out the recruitment process to which the candidate applies, and if the candidate gives his/her consent to the processing of his/her data also in further recruitment processes - to carry out further recruitment processes taking place within 12 months from the date of submitting the application documents, unless the candidate stipulates a shorter deadline.
6. The legal basis for the processing of personal data in the recruitment process is Article 6(1)(c) of the GDPR - in the case of data referred to in the provisions of labour law, in particular Article 22¹ § 1 of the Labour Code, and in the case of other data - Article 6(1)(a) of the GDPR (consent). Personal data processed for the purpose of investigating and defending in the event of counterclaims will be processed on the basis of the Controller's legitimate interest in accordance with Article 6(1)(f) of the GDPR. If the candidate provides special categories of data



and gives explicit consent to their processing, the basis for processing such data is Article 9(2)(a) of the GDPR.

6. PERSONAL DATA PROCESSING PERIODS

1. Cookies are processed for the period necessary for their use, as defined in Section III of this Policy.
2. Personal data obtained in the course of contact with the Controller are processed for the period necessary for the handling of the correspondence and fulfilment of the interest requested by the contacting person, and after this period they may be stored for the period of limitation of claims resulting from the contact with the Controller and fulfilment of the interest of the contacting person.
3. Personal data obtained in the course of contact with the Controller in relation to the concluded contract or undertaking activities aimed at its conclusion are processed for the period of validity of the contract between the Controller and the customer, and also until the expiry of mutual claims resulting from this contract or the period of negotiations aimed at concluding a contract with the Controller, and in indicated cases - for the period required by generally applicable laws.
4. Personal data obtained for the recruitment process are processed until the end of the recruitment process to which the candidate has applied, and if the candidate has agreed to the processing of his/her personal data also for the purposes of future recruitment - the data will be processed for a period of 12 months from the date of submission of the application documents, unless the candidate stipulates a shorter deadline.

7. DATA RECIPIENTS

The recipients of the processed personal data are entities providing services to the Controller, in particular IT and legal services, as well as the Controller's employees involved in the realization of the purposes of personal data processing. Personal data obtained through www.miastoprojektwroclaw.pl is transferred outside the European Economic Area due to the fact that the website's server is located in the United States. The Controller shall ensure that a high degree of personal data protection is guaranteed in such data transfer. These guarantees arise in particular from the obligation to use standard contractual clauses adopted by the Commission (EU).



8. THE RIGHTS OF DATA SUBJECTS

1. Each person whose data is processed by the Controller, under the terms of the legal provisions, in particular the GDPR, has the right:
 - a. to request access to his/her personal data;
 - b. to rectify personal data, e.g. if it is incorrect or incomplete;
 - c. to withdraw consent to the processing of data at any time, in so far as the data are processed on the basis of the consent given, without affecting the legality of processing carried out on the basis of consent before its withdrawal;
 - d. to erasure or restriction of processing of personal data;
 - e. to object to the processing;
 - f. to transfer of data to another Controller of personal data;
 - g. not to be subject to decisions on automated processing of personal data, including profiling (we inform you that you are not subject to such decisions).
2. If you believe that the processing of your personal data violates applicable data protection laws, in particular the GDPR, you have the right to complain to the President of the Personal Data Protection Office. However, before taking such action, in order to clarify a questionable issue concerning the protection of your personal data, we recommend contacting the Controller.

9. SECURING YOUR PERSONAL DATA

The Controller takes the issue of personal data protection extremely seriously. Therefore, it endeavours to protect Users' data from unauthorized access by third parties and controls the methods of collecting, storing and processing information. The Controller uses firewall, server security devices, encryption devices and physical security measures, among others. Access is granted only to those employees and entities that need to have access to the data in order to process it solely for the purposes described in the Privacy Policy.