

Mitsubishi Electric Europe B.V. Poland
("MEU")

Recruitment Form

Data Protection Notice

When applying for recruitment to MEU, you will provide us with your specific personal data. In this notice you can find information on the methods of processing your data and compliance with various legal provisions MEU is obliged to obey, including General Data Protection Regulation 2016/679, in order to ensure that your personal data is processed in a proper manner.

Who are we?

Your personal data is processed by MEU to which you have sent your application (see Annex A) and which will be the controller of your personal data. All or some of your data may be transferred between other companies which are members of MEU capital group in the scope permitted by the provisions of local law (see the current list in Annex A) for the purposes of recruitment and, in case you are employed, for purposes related to employment.

Which personal data may be collected and why?

Depending on circumstances and in accordance with Article 22¹ of the Polish Labour Code, we may collect the following personal data:

- first name (middle name) and last name;
- parents' names;
- date of birth;
- place of residence (mailing address);
- education;
- employment history.

And for communication:

- e-mail or telephone number

If you are employed by MEU, we will collect other personal data in accordance with our internal "Notice on the processing of employees' data."

What are the grounds for assessing your application?

We will assess each application in terms of a candidate's fitness for a given position.

Candidates qualified to the subsequent recruitment stage are selected manually, based on the relevant experience and skills required on a given position. If we use automated selection, you will be notified.

What is the legal basis of your personal data processing?

Your personal data is processed in order to assess your application prior to the signing of an employment contract, based on provisions applicable to MEU (e.g. related to equal employment opportunities). Processing is a necessary condition for concluding any future contract and fulfilling MEU's obligations to you (if you are employed by MEU) and to other employees. If you are unable to provide us with the requested information, this may make the assessment of your candidature or communication impossible.

When is your personal data transferred abroad?

Your personal data is mainly kept in the country where you have filed your application. However, sometimes it may be necessary to provide details of your application to other companies belonging to MEU group or related to MEU for purposes associated with the selection of you as a candidate. Such companies may be based outside the European Economic Area. Furthermore, for administration purposes associated with our operations, we may use services of service providers and agents. When transferring information, we make sure that personal data is properly protected (when justified, we use standard clauses approved by the EU). If you would like to receive a copy, please contact the relevant HR or personal data protection contact (see Annex A).

How long is your personal data processed?

Registers of your data are kept for no longer than necessary for the purpose for which it has been obtained and for other permitted and related purposes. If your application is rejected, your data will be deleted unless you have consented to processing for the purposes of future recruitment. The removal of files may be suspended if this is required by legal provisions or for the purpose of potential defence if it is likely that a complaint may be filed or a dispute may arise.

What are your rights with respect to the personal data we have collected?

If you are in the EEA, you have specific rights related to your personal data. Please remember that there are certain exceptions from exercising these rights, so they will not apply under all circumstances.

- (a) **Access by the data subject:** You have a right to access all data about you held by MEU, usually within 1 month of the request on the matter.
- (b) **Rectification:** You have a right to request that incorrect personal data be rectified by us.
- (c) **Deletion:** In specific circumstances, you have a right to request that we delete personal data and we will take reasonable steps to notify other personal data controllers who process the data that you have requested removal of any links to this data, copies and replicas thereof.
- (d) **Withdrawal of consent:** You may withdraw all granted consents to personal data processing and prevent its further processing if MEU does not have (and does not use) any other ground for your personal data processing.

- (e) **Restricting:** You may request that specific personal data be marked as privileged for the duration of complaint processing and that data processing be restricted in other specific circumstances.
- (f) **Transfer:** You may request that we send your personal data to a third person in an electronic form which you have provided to us and which is still kept by us.
- (g) **Filing complaints:** You may complain about processing to a regulatory authority responsible for data protection under your jurisdiction (see Annex A).
- (h) **Prevention of processing:** Unless the reasons why MEU processes your data prevail over prejudice to your rights in respect of data protection, you may oblige MEU to cease processing based on legitimate interests.

If you intend to exercise the above rights, we will take every effort to reply to your request within the reasonable time limit.

Requests of Data subjects filed to data protection contacts

If you are within the EEA or in any other specific countries, you may be able to enforce your rights in relation to the processing of your personal data by us. If you would like to exercise these rights, contact the relevant data protection contact (see Annex A) who will inform you about MEU's relevant obligations associated with this request.

Contact person in case of questions

Each MEU company has a data protection contact (see Annex A) to be contacted in case of any questions concerning matters raised in this notice. Contact details are specified in (Annex A).

Annex A

Name of entity	Address	HR contact person	GDPR contact person within the branch	GDPR contact person within the branch
Mitsubishi Electric Europe B.V.(MEU-PL)	Krakowska 48, PL-32-083 Balice, Poland	Ms Elzbieta Jurczyk Elzbieta.Jurczyk@mpl.mee.com +48123476554 Ms Magdalena Wrana Magdalena.Wrana@mpl.mee.com +48123476544	Ms Elzbieta Jurczyk Elzbieta.Jurczyk@mpl.mee.com +48123476554	Inspector General for the Protection of Personal Data ul. Stawki 2 00-193 Warsaw Phone no.: +48 22 53 10 440 Fax +48 22 53 10 441 e-mail:kancelaria@giodo.gov.pl; desiw@giudo.gov.pl