

INFORMATION CLAUSE  
regarding data processing in connection with recruitment

Pursuant to the decision made by Exact Forestall Sp. z o.o., Steam Recruitment Sp. z o.o., Steam Workforce Sp. z o.o., Exact Forestall NV, and Exact Forestall GmbH, we inform you that the recruitment processes of these companies will be conducted jointly. This means that the personal data of candidates applying for positions within these companies may be processed by any of the listed entities. Consequently, the aforementioned companies have entered into an agreement on joint controllership of personal data processed for recruitment purposes. This decision is based on the fact that the listed companies are linked by capital and organizational ties. Through joint efforts, the companies can offer candidates a broader range of employment opportunities and conduct the recruitment process more effectively.

1. The personal data processed within the recruitment process is jointly controlled by:

- a) EXACT FORESTALL Sp. z o.o., Aleja NMP 49/12, 42-217 Częstochowa (KRS: 0000729296),
- b) STEAM WORKFORCE Sp. z o.o., Aleja NMP 49/12, 42-217 Częstochowa (KRS: 0000255644),
- c) EXACT FORESTALL GmbH, Am Klinikum 7, 02826 Görlitz,
- d) STEAM RECRUITMENT Sp. z o.o., Aleja NMP 49/12, 42-217 Częstochowa (KRS: 0000848803, Agency No.: 24292),
- e) Exact Forestall NV, Mondeolaan 2D bus 0004, 3600 Genk, Belgium.

2. Personal data will be processed for the following purposes:

- a) Recruitment, where the legal basis for processing personal data is consent, understood as voluntary and informed participation in the recruitment process, as well as legal obligations specified by law
- b) Future recruitment, where the legal basis for processing is consent to participate in future recruitment processes
- c) Protection against potential claims and pursuing claims, which constitutes the legitimate interest of the joint controllers.

3. The retention period for personal data is as follows:

- a) For recruitment purposes (point 2a) – until the recruitment process is completed
- b) For future recruitment and claims protection (points 2b and 2c) – up to 12 months from the date of application.

4. Your personal data will be processed by all Joint Controllers. Since recruitment involves the use of recruitment platforms, social media, email communication, and other telecommunication tools, your personal data may be shared with entities managing these tools, including those providing maintenance and repair services. Additionally, data may be disclosed to authorized public authorities and service providers in the fields of legal services, IT, auditing, courier, and postal services. For internal administrative purposes, data may also be shared with companies within the Exact Forestall Group, to which the Joint Controllers belong.

5. Your personal data will not be transferred to a third country or an international organization.

6. You have the following rights regarding your personal data:

- a) Access, rectification, erasure, and restriction of processing
- b) Data portability
- c) Objection (applies to processing based on legitimate interest)
- d) Right to lodge a complaint with a supervisory authority
- e) Withdrawal of consent at any time (for data processed based on consent). Withdrawal does not affect the lawfulness of processing based on consent before its withdrawal.

You may exercise your rights in relation to any of the Joint Controllers.

7. During the recruitment process, you may be asked to complete recruitment tests. However, decisions regarding employment are not made automatically but always based on the entire recruitment process, including an interview.

8. Providing personal data as part of the recruitment process is voluntary but necessary to participate in the recruitment process.

9. Personal data is obtained directly from the individuals concerned or from entities providing recruitment-related services.

10. Data Protection Officer contact details

- a) Exact Forestall Sp. z o.o.: [odo@exactforestall.com](mailto:odo@exactforestall.com)
- b) Steam Workforce Sp. z o.o.: [odo.workforce@steam.jobs](mailto:odo.workforce@steam.jobs)

11. If you have any questions, need more details on how we process your personal data, or wish to exercise your rights, you can contact us through any of the options listed in this clause. The recommended joint contact address is:

- a) EXACT FORESTALL Sp. z o.o., Aleja NMP 49/12, 42-217 Częstochowa (with the note "Data Protection – Recruitment")
- b) [odo@exactforestall.com](mailto:odo@exactforestall.com)