

PRIVACY POLICY

J.W. CONSTRUCTION HOLDING S.A.

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BACKGROUND INFORMATION

Respecting the right to privacy, J.W. Construction Holding S.A. (" Controller") processes your personal data in accordance with national and European laws.

The Administrator ensures the security of personal data, i.e. confidentiality, availability, integrity and accountability of the activities carried out. In order to make our processing processes transparent to you, we present the principles of personal data protection, established in our organization on the basis of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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, hereinafter: "GDPR").

DATA CONTROLLER

J.W. Construction Holding S.A. with its registered office in Ząbki, 326 Radzymińskiego Street, is the Controller, i.e. the entity deciding about the purposes and means of personal data processing. It is entered into the register of entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw under KRS number 0000028142, NIP[tax identification number] 1250028307, with the share capital paid up in full in the amount of 17,771,888.60 PLN. In matters related to the processing of your personal data, you may also contact us by e-mail at: biuro@jwc.pl

The Controller pays special attention to the protection of personal data, therefore it has appointed a Data Protection Officer, Maciej Kaczmarek, with whom you can contact at daneosobowe@jwc.pl. The controller encourages you to contact the DPO in connection with any doubts regarding the processing of your personal data.

As part of the objectives pursued jointly with other companies from the J.W. Construction Holding S.A. Capital Group, our organization is a co-controller of personal data. In the above cases, the co-controllers of your personal data are:

- Zakład Energetyczny Użyteczności Publicznej Spółka Akcyjna with its registered office in Ząbki (05-091), 326 Radzymińska 326 St.,
- Towarzystwo Budownictwa Społecznego „Marki” Sp. z o.o. with its registered office in Warsaw (01-234) 31/10 Kasprzaka St.
- Yakor House Sp. z o.o. with its registered office in : 35421, Krasnodar Krasnodarski, Sochi, Jakornaja Szcziel estate, 34 Glavnaya Street (Russia),
- J.W. Construction Sp. z o.o. with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Dana Invest Sp. z o.o. with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Varsovia Apartamenty Sp. z o.o. with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Berensona Invest Sp. z o.o. with its registered office in Ząbki (05-091), 326 Radzymińska St.,

- Bliska Wola 4 Sp. z o.o. 1SK with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Bliska Wola 4 Sp. z o.o. 2SK with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Wola Invest Sp. z o.o. with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Bliska Wola 4 Sp. z o.o. with its registered office in Ząbki (05-091), 326 Radzymińska St.,
- Hanza Invest S.A. with its registered office in Ząbki (05-091), 326 Radzymińska St.,

Co-administrators have concluded an agreement on the division of responsibilities in the field of data processing - the main content of the agreements is available at <https://jwc.pl/i/fmfiles/polityka/podzial-odpowiedzialnosci-wspoladministratorow.pdf>

ACQUISITION OF DATA AND PURPOSE OF PROCESSING

Depending on your interaction with our company, we process your personal data for the following purposes and in the following scope:

1. Subscribers to the newsletter and targets of marketing activities, including loyalty contests and programmes

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Your personal data will be processed for the purposes of marketing the Controller's products and services, and, in case of explicit consent, also the products and services of companies cooperating with the Controller.</p> <p>The legal basis for processing your personal data is the legitimate interest of the Controller, namely marketing of own products and services (Article 6(1)(f) of the GDPR), and in the case of marketing by means of telecommunication terminal equipment or sending commercial information by electronic means, the basis is your voluntary consent (Article 6(1)(a) of the GDPR).</p>	<p>Until you withdraw your consent or object, i.e. show us in any way that you do not wish to be contacted by us and receive information about our actions.</p> <p>Upon withdrawal of consent or objection, personal data may be stored for the purpose of demonstrating the correctness of legal obligations upon Controller and related to them claims (deadlines) statutes of limitations claims calculated from withdrawal consent or submission of the objection).</p>	<p>As a general rule, your personal data is not collected in any way other than from you. Exceptionally, if you have given your prior consent, your personal data has been provided to us by entities conducting joint marketing activities or by entities maintaining marketing databases.</p>

<p>A similar legal basis (consent, Article 6(1)(a) GDPR) concerns the use of your image for marketing purposes.</p> <p>Marketing activities may also take the form of an agreement (e.g. acceptance of the competition rules). Then the legal basis is Article 6(1)(b) GDPR.</p>	<p>If a contract is concluded, personal data will be processed for the duration of the contract, and after its termination until the expiry of the deadlines for claims arising therefrom.</p>	
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2. Customers (prior to concluding the contract)

<p>Processing purpose and legal basis</p>	<p>Storage period</p>	<p>If collected from a third party - source and category.</p>
<p>Your personal data will be processed for the purpose of negotiation and action before your contract with the Controller is concluded, at your request expressed in any way, e.g. by filling in the contact form on the website (legal basis: Article 6(1)(b) of the RODO, and in case of provision of data of a specific category - e.g. concerning preferences for persons with disabilities - Article 9(2). (a) RODO, where the provision of such data constitutes consent by explicit action).</p> <p>NOTE: There are also situations in which our organization is an entity processing data and the Controller is an entity on behalf of which we process data. If such a situation occurs, you will receive information about the processing from the Controller.</p>	<p>Until the expiry of the limitation periods for claims</p>	<p>As a general rule, your personal data is not collected in any way other than from you.</p> <p>Exceptionally, if you have given your prior consent, your personal data has been provided to us by referrals or real estate agencies - within the scope of such consent.</p>

3. Customers (after concluding the contract)

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Execution of the contract with the client, as well as defence of the Controller's legitimate interests in relation to ensuring its performance. Legal basis: Article 6(1)(b) and (f) of the GDPR and, where specific categories of data - e.g. concerning preferences for persons with disabilities - are made available, Article 9(2)(a) of the GDPR, where the provision of such data constitutes consent by express action.</p>	<p>For the duration of the contract, and after its termination, until the expiry of the deadlines for claims arising therefrom</p>	<p>Your personal data is not collected in any way other than from you.</p>

<p>NOTE: There are also situations in which our organization is an entity processing data and the Controller is an entity on behalf of which we process data. If such a situation occurs, you will receive information about the processing from the Controller.</p>		
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4. Controller's contractors and suppliers

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Execution of a contract with a contractor or supplier, as well as defence of the Controller's legitimate interests in relation to ensuring its performance. Legal basis: Article 6(1)(b) and (f) GDPR.</p>	<p>For the duration of the contract, and after its termination, until the expiry of the deadlines for claims arising therefrom</p>	<p>Your personal data is not collected in any way other than from you.</p>

Persons appointed to negotiate or perform an agreement by the Controller's clients or contractors

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>In connection with actions taken to conclude or perform a contract, the Controller contacts the employees or</p>	<p>For the duration of the negotiations or contract, and after</p>	<p>We have collected personal data directly from you or through your employer or any other entity that has appointed you to negotiate or perform an agreement with the controller.</p>

associates of customers and contractors for a legitimate purpose Article 6(1)(b) and (f) GDPR).	the end of the negotiations or contract, until the expiry of the statute of limitations for claims.	The categories of personal data collected are name, surname, position, telephone number and e-mail address, and in the case of a power of attorney or contractual presence - also personal data contained in these documents.
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6. Persons lodging complaints or using the contact form for other purposes

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Handling of complaints. Article 6(1)(b) and (f) GDPR</p> <p>Replying to requests and enquiries made using the contact form or in any other form, including the storage of sensitive requests and answers in order to comply with the principle of accountability.</p> <p>Running the contact form on the website</p> <p>In connection with the processing of complaints, the Controller contacts the employees/co-operators of the customers for a legitimate purpose.</p>	<p>For 1 year after the end of the warranty period, settlement of the complaint or response to the inquiry.</p>	<p>Your personal data is not collected in any way other than from you.</p>

7. Job applicants

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Conducting recruitment</p> <p>Legal basis: Article 6(1)(a), (c) and (f) GDPR and, if personal data are made available in a specific category: at the initiative of the candidate, Article 9(2)(a) GDPR; if legal obligations are fulfilled (e.g. referral to pre-employment occupational medical examinations), Article 9(2)(b) GDPR).</p> <p>NOTE: if you include information exceeding the minimum data requirements under labour law, this constitutes your agreement to the processing of such data for the purpose of recruitment. In accordance with Article 221 of the Labour Code: "The employer requires the applicant to provide personal data including: 1) first name(s) and surname; 2) date of birth; 3) contact details indicated by such a person; 4) education; 5) professional qualifications; 6) the course of previous employment.</p>	<p>Until the end of the recruitment process or longer, depending on the content of the consent to participate in further recruitment.</p> <p>Personal data will also be stored for as long as the statute of limitations expires.</p>	<p>As a general rule, your personal data is not collected in any way other than from you.</p> <p>Exceptionally, if you have given your prior consent, your personal data has been provided to us by entities specializing in recruitment or as part of a referral system.</p> <p>The categories of personal information collected include name, surname, contact details, educational information, employment history and other information provided by you in your application documents.</p>

<p>§ 2. The employer requests personal data referred to in § 1 points 4-6 when it is necessary to perform work of a specific type or at a specific position.</p> <p>This is the scope of personal data required by default - the obligation to provide other data may result from specific provisions of law.</p>		
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8. Reference persons for job applicants

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Your personal data will be processed for the purpose of confirming the professional qualifications of the job applicant, pursuant to Article 6(1)(f) of the GDPR (it is a legitimate interest of the controller to verify the reliability of the personal data collected).</p>	<p>Your personal data will be processed no longer than for the duration of the storage of the candidate's application documents.</p>	<p>Your personal data has been collected from the candidate for the job in question.</p> <p>The categories of personal data collected include name, surname, position, e-mail address or business phone number.</p>

9. Controller's staff and associates

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>The purpose of processing is to manage human resources -</p>	<p>In accordance with the applicable provisions obliging to archive documents in the field of labour law,</p>	<p>Your personal data is not collected in any way other than from you</p>

<p>The purpose of processing is to manage human resources - employees and co-workers. For this purpose, personal data are processed for the purposes of the contract (Article 6(1)(b) of the GDPR), legal obligations - in particular labour law (Article 6(1)(c) and Article 9(2)(b) of the GDPR) - and on the basis of the legitimate interests of the employer, in particular to identify, pursue and defend claims and to ensure the organisation of work enabling full use of the working time and the proper use of the tools provided to the employee (Article 6(1)(f) of the GDPR). Processing of data not necessary for the above legal grounds (e.g. image, private telephone number) shall be based on the consent of the employee/worker (Article 6(1)(a) of the GDPR; Art. 9(2)(a) GDPR).</p>	<p>i.e. personal files for 50 years, in some cases for 10 years, the 10-year period for keeping documents in matters related to the employment relationship and personal files of an employee will apply to all employees employed after 1 January 2019. In the case of employees employed in the period after 31 December 1998 and before 1 January 2019, the records related to the employment relationship and personal files of the employee shall be kept for 50 years from the date of termination or expiration of the employment relationship, unless the employer makes a statement on the intention to provide information reports for all employees and contractors employed in that period, as well as those reports shall actually be submitted.</p> <p>If the retention period of the selected documents is shorter, the controller will observe this shorter period. In the case of civil law contracts, these contracts will be kept until the expiry of the statute of limitations for claims arising therefrom.</p>	
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<p>NOTE: There are also situations in which our organization is an entity processing data and the Controller is an entity on behalf of which we process data. If such a situation occurs, you will receive information about the processing from the Controller.</p>		
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10. Family members or other persons reported by the workers for the benefits offered in connection with the employment (e.g. insurance)

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Notification and/or confirmation of the entitlement of a person designated by the employee to a given benefit (e.g. insurance)</p> <p>The notification of a benefit may be based on the consent of the data subject or as the fulfilment of a legal obligation imposed on the employer (legal basis: Article 6(1)(a) or (c) of the GDPR).</p> <p>NOTE: There are also situations in which our</p>	<p>During the time of reporting the benefits offered in connection with employment, and after the expiry of that time, until the expiry of the time limits for claims arising therefrom.</p>	<p>Your personal data has been collected from an employee or associate of the Controller.</p> <p>The categories of personal data collected depend on the data required to apply for a particular benefit. For example, when registering a family member for ZUS, the following are legally required: PESEL no., NIP no., series and number of the identity document, name, surname, code of family relationship, code of degree of disability and address of residence.</p>

<p>organization is an entity processing data and the Controller is an entity on behalf of which we process data. If such a situation occurs, you will receive information about the processing from the Controller</p>		
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11. Persons within range of access control and monitoring measures, including video surveillance

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>Access control, including monitoring on the premises of the data controller in order to increase the security of employees, protect property and maintain the confidentiality of information.</p> <p>Conducting access control for persons staying on the premises of the Controller is its legitimate aim, and in the case of employees it results from the law (Article 22(2) of the Labour Code). With regard to the implementation of the provisions of the labour law, access control and monitoring measures are applied for the justified purpose of ensuring the safety of employees or protection of property or production control or confidentiality of information, the disclosure of which could expose the employer to damage, as well as ensuring the organization of work enabling full use of working time and proper use of the tools made</p>	<p>Until an objection is filed, no longer than 3 months.</p> <p>Image recordings shall be processed solely for the purpose for which they were collected and shall be kept for a period not exceeding 3 months from the date of recording, unless the recording constitutes evidence in proceedings, then until the proceedings have been finally closed or until an objection has been lodged.</p>	<p>Personal data (image) are automatically collected from persons in the immediate vicinity of the personal data processing area.</p> <p>The controller may obtain basic data of an employee/cooperator (name and surname, place of employment or cooperation, telephone number and, in certain situations, identity document number) before the arrival of the data subject from the entity with which this person is employed or cooperates.</p>

available to the employee. Legal basis: art. 6(1)(c)(f) of GDPR.		
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12. The parties to court and administrative proceedings with the participation of the Controller

Processing purpose and legal basis	Storage period	If collected from a third party - source and category.
<p>The controller may process the data of its employees, co-workers, customers or contractors for a legitimate purpose of investigation or defence against legal claims.</p> <p>Legal basis: art. 6(1)(f) of GDPR.</p>	<p>For the duration of proceedings with respect to the claims under investigation, i.e. until their final and binding conclusion, and in the case of enforcement proceedings until the final settlement of the claims under investigation.</p>	<p>The Controller may process the data of employees/co-operators of customers or contractors in connection with the enforcement of claims or defence against legal claims for a legitimate purpose..</p>

DATA PROCESSING FOR OTHER PURPOSES

Your data will not be processed for purposes that conflict with the purposes for which they were collected. In addition to the purposes mentioned above, your data may be further processed for the following purposes:

1. Data processing for the purposes of legal obligations

Processing purpose and legal basis	Storage period
<p>Compliance with our legal obligations under EU law or Polish law (e.g. in relation to the Social Insurance Institution (ZUS), tax offices) - because processing is necessary to meet the legal requirements to which we are subject until the expiry of our obligations to store data under the law.</p> <p>Legal basis: art. 6(1)(c) of GDPR.</p>	<p>For the periods stipulated by law or, if not indicated in relation to certain documents, for as long as they are kept for a legitimate purpose of the controller governed by the time of possible redress.</p>

2. Data processing for archival purposes

Processing purpose and legal basis	Storage period
<p>Archiving of documents, i.e. contracts and settlement documents.</p> <p>Legal basis: art. 6(1)(c) of GDPR.</p>	<p>For the periods stipulated by law or, if not indicated in relation to certain documents, for as long as they are kept for a legitimate purpose of the controller governed by the time of possible redress.</p>

3. Data processing for statistical purposes

Processing purpose and legal basis	Storage period
Keeping statistics. Having information about the statistics conducted by the Controller allows for the improvement of the business activity. Legal basis: art. 6(1)(f) of GDPR.	Until such time as another processing operation as indicated in this Policy is carried out. We do not store personal data for statistical purposes only.

4. Data processing in connection with the use of the website

Cookies

The website collects automatically only information contained in cookies. The Website Administrator informs that Cookie files are IT data, in particular text files, which are stored in the end-user's device of the Website. Cookies usually contain the name of the website from which they come, the time of their storage on the end-user's device and a unique number. Cookies are used for the purpose of:

- adjusting the content of the Website to the user's preferences and optimizing the use of the Website; in particular, these files allow to recognize the user's device and to display the Website accordingly, adjusted to his individual needs;
- creating statistics that help to understand how Website Users use the websites, which allows for improving their structure and content;
- maintenance of the user's website session;

Within the Website, the following types of cookies are used:

- "essential" cookie files, enabling the use of services available on the Website, e.g. authentication cookie files used for services requiring authentication on the Website; cookie files used to ensure security, e.g. used to detect fraud in the scope of authentication on the Website
- "performance" cookie files, enabling collection of information on the manner of using the Website;
- "Functional" cookies, enabling the User to "remember" the settings selected by the User and personalize the User interface, e.g. with regard to the selected language or region from which the User comes, font size, website appearance, etc.

- "Advertising" cookies, enabling the provision of advertising content more suited to the User's interests.

Web browsers (software used for using the Website) by default allow cookies to be stored on the end-user's device, the Website User can always change the settings of the Internet browser that decide about the use of cookies. Restrictions on the use of cookies may affect the functionality of the Website. Cookie files placed in the end-user's device of the Website may also be used by advertisers and partners cooperating with the website operator. The Website Administrator informs that the Website Operator is the entity responsible for placing cookie files on the end-user's device, which simultaneously has access to them is: J.W. Construction Holding S.A., ul. Radzymińska 326, 05-091 Ząbki. The administrator of the website informs that information about the ways of handling cookies is available in the software settings (web browser). The administrator of the website informs that more information about cookies is available in the "help" section of the web browser menu.

Each user who does not consent to the use of cookies is obliged to modify the settings of the Internet browser. Configuration of the system enabling the use of cookies constitutes the consent for the Controller to store the information referred to above, in accordance with Article 173 paragraph 2 of the Act of 16 July 2004. Telecommunications Law (Journal of Laws of 2017, item 1907, as amended)

Other technologies

The Administrator hereby informs the User that it uses the following technologies which follow the actions taken by the User when using the Website:

- Facebook conversion pixel - to manage advertisements on Facebook and carry out remarketing activities,
- Google Analytics tracking code - to analyze the Website statistics,
- Google AdWords conversion code - to manage advertisements in the AdWords and AdSense network and carry out remarketing activities.

Server logs

- Using the Website involves sending queries to the server on which the Website is stored.
- Each query sent to the server is saved in the server logs. The logs include the User's IP address, date and time of the server, information about the web browser and operating system of the User.
- Logs are saved and stored on the server.
- The data stored in the server logs are not associated with specific persons using the Website and are not used by the Controller to identify the User.

- Server logs are only supportive material used to administer the Website, and their content is not disclosed to anyone other than those authorized to administer the server.

DATA RECIPIENTS

In connection with its business activity, the Controller will disclose your personal data to the following entities:

- a) state authorities or other entities entitled under the law, if it is necessary for the performance of legal obligations,
- b) entities supporting us in our business activity on our behalf, in particular: suppliers of external ICT systems supporting our activity, subcontractors, entities auditing our activity, experts, or entities cooperating with the Controller within the framework of marketing campaigns, where such entities will process data on the basis of an agreement with the Controller and only in accordance with its instructions,
- c) banks - in case of the necessity to conduct settlements,
- d) entities providing accounting, human resources or legal services - to the extent necessary to ensure the fulfilment of legal obligations or to establish, enforce and defend against claims,
- e) persons authorized by the Controller to process data - to the extent necessary to perform employee duties, in accordance with the principle of necessary knowledge,
- f) website users, social media users or any other public, in the case of an authorisation to disseminate a public image,
- g) to companies disposing of or archiving documents and other media, to the extent that the data are stored on paper or on these media.
- h) Polish Post Office and courier companies - to the extent necessary for correspondence purposes.
- i) Medical facilities - in case of referral to occupational medicine examinations.
- j) Hotels and transport companies - when organizing business trips.

DATA PROCESSING RIGHTS AND VOLUNTARY DATA PROVISION

Every person whose data is processed by the Controller has the right to:

- a) access their personal data

- b) adjust their personal data,
- c) delete their personal data,
- d) limit the processing of their personal data,
- e) object to the processing of their personal data (according to Article 21(1) of the GDPR, when submitting an objection, indicate the reasons related to your particular situation),
- f) transfer their personal data.

For more information on data subjects' rights, see Articles 12-23 of the GDPR, the text of which can be found at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32016R0679>

Moreover, a person whose data are processed by the Controller has the right to lodge a complaint with the supervisory authority, i.e. the President of the Office for Personal Data Protection. For more information go to: <https://uodo.gov.pl/pl/p/skargi>

DO YOU NEED TO PROVIDE YOUR PERSONAL DATA?

Providing the data is necessary to conclude contracts and settle the transactions and ensure Controller's compliance with the law. In the remaining scope (in particular for the purpose of processing the data by the Controller for marketing purposes), providing the data is voluntary.

TRANSFER OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

As a general rule, your personal data will not be transferred outside the European Economic Area (EEA).

However, bearing in mind the services provided by the Controller's subcontractors in the implementation of support for ICT services and IT infrastructure, the Controller may outsource the performance of certain IT activities or tasks to qualified subcontractors operating outside the EEA, which may result in the transfer of your data outside the EEA.

In certain situations, a transfer to a third country may occur in particular where the transfer is necessary for the performance of a contract between the data subject and the controller or for the implementation of pre-contractual measures taken at the request of the data subject and where the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person.

The individual countries outside the EEA in which your personal data will be processed, in accordance with the decision of the European Commission, ensure an adequate level of personal data protection in accordance with the EEA standards.

However, in the case of their processing in the territory of the States for which the European Commission has not stated that an adequate level of personal data protection (in accordance with the EEA standards) has been ensured, in order to ensure an adequate level of such protection, the Controller concludes agreements with the recipients of your personal data. The agreements referred to above are based on standard contractual clauses issued by the European Commission in accordance with Article 46(2)(c) of the GDPR. A copy of the standard contractual clauses referred to above may be obtained from the Data Protection Officer. The Controller's method of securing your data complies with the rules set forth in Chapter V of the GDPR. Therefore, you may request further information on the safeguards applied in this respect, obtain a copy of these safeguards and information on where they are made available.

In addition, there may be situations where the basic business data of an employee or associate of the Controller (such as name, position, telephone number and e-mail address) may be transferred to third countries. The necessary transfer of data to third countries is subject to the performance of an agreement between the Controller and the employee or associate whose personal data are transferred. The transfer to a third country of the personal data of an employee or associate concerns those persons who will perform activities for a client or potential client from a third country.

PROCESSING OF PERSONAL DATA BY AUTOMATED MEANS

Personal data will not be processed automatically (including in the form of profiling) in such a way that any decision could be made as a result of such automated processing, other legal consequences would be caused or otherwise materially affect our customers, contractors and their employees or associates.