

INFORMATION ON THE PROCESSING OF PERSONAL DATA

In accordance with the requirements of 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 – hereinafter referred to as GDPR – below you will find out how DHL Freight (Poland) Limited Liability Company processes your personal data.

We inform you that the controller of your data is DHL Freight (Poland) Limited Liability Company, with its registered office at 48 Krakowiaków Street, Warsaw 02-255.

The controller has appointed a Data Protection Officer – Michał Czarnecki, who can be contacted on all matters related to the processing of personal data and the exercise of rights related to the processing of personal data at the postal address of the controller's registered office or electronically via the email address: dpo.freightpoland@dhl.com.

- **Sender and recipient of the shipment**

Data Controller

The data controller will be DHL Freight (Poland) Ltd., with its registered office in Warsaw (address: 48 Krakowiaków Street, Warsaw 02-255), hereinafter referred to as "DHL".

DHL Data Protection Officer

At DHL, a Data Protection Officer, Michał Czarnecki, has been appointed, with whom you can contact on all matters related to the processing of personal data and the exercise of rights related to the processing of data via the following email: dpo.freightpoland@dhl.com.

Purposes and legal basis for data processing, legitimate interest in processing

Below we present all the standard purposes for which DHL processes data in its activities. The specific purpose for processing your data is communicated to you by DHL at the time your data is collected. Personal data is processed by DHL to fulfill your order, including any additional services you have ordered, as well as, when services – ordered by another entity – are provided with your participation or on your behalf, registration, service, and ensuring the operation of your customer account on dhl24.com.pl or other DHL services (if you have created one), registration, service, and ensuring the operation of your account on efaktura.dhl.parcel.pl (if you have created one), maintaining contacts related to the performance of services and evaluating their

quality, responding to interventions, complaints, claims, or changes in instructions, sending financial and billing information, implementing promotions, fulfilling a legal obligation imposed on DHL, conducting correspondence in response to messages you send to us, and for marketing purposes, including presenting you with offers of DHL services and third-party services. Data may also be processed for internal administrative purposes within the DHL Group (reports, statistics, testing new business solutions).

The legal basis for processing your personal data will be:

- The contract between you and DHL for the fulfillment of your order, including any additional services you have ordered and the fulfillment of other obligations by DHL towards you, maintaining contacts related to the performance of services, responding to interventions, complaints, claims, or changes in instructions (based on Article 6(1)(b) GDPR);
- The contract between you and DHL for maintaining and servicing your customer account on DHL services, e.g., dhl24.com.pl (based on Article 6(1)(b) GDPR);
- The necessity of processing for purposes arising from the legitimate interests of DHL, including the provision of services – ordered by another entity – provided with your participation or on your behalf, preparing responses or handling the matter reported in your message sent to the DHL email address or via the form on the DHL website, or chat, as well as evaluating the quality of services provided, which in some cases may include transferring your data to other companies within the DHL group to the necessary extent (based on Article 6(1)(f) GDPR);
- The necessity of processing for purposes arising from the legitimate interests of DHL, including direct marketing of DHL and third-party services (including preparing a dedicated offer based on estimated shipment volumes), establishing, pursuing claims, or defending against claims, as well as activities necessary to perform a contract to which a natural person is not a party (based on Article 6(1)(f) GDPR);
- A legal obligation imposed on DHL, particularly related to transport or postal law, providing certain information to public authorities, including law enforcement agencies, and documenting economic events for tax and accounting purposes (based on Article 6(1)(c) GDPR);
- Voluntarily given consent to receive commercial information through a specific communication channel (based on Article 6(1)(a) GDPR);
- The necessity of processing for purposes arising from the legitimate interests of DHL involving the verification of contract parties – U.S., EU, and local sanction lists (based on Article 6(1)(f) GDPR). We will obtain information on whether a party is on the list. Entities with a more permanent business relationship with DHL will be subject to verification. When sending international shipments, both

the sender and recipient will be verified (the legal basis can also be a legal provision – Article 6(1)(c) GDPR – with EU sanction lists). In case of doubt, we will request additional information.

- The necessity of processing for purposes arising from the legitimate interests of DHL (Article 6(1)(f) GDPR) constituting internal administrative purposes of the DHL Group (reports, statistics, testing new business solutions). In the case of personal data processed in the process of joint customer acquisition, for which DHL Freight (Poland) Ltd. and GERLACH Ltd., 30 Batorowska Street, Dąbrowa, 62-070 Dopiewo, (hereinafter "Gerlach") are joint controllers (contact point: Michał Czarnecki, dpo.freightpoland@dhl.com);
- The legitimate interest of the controllers, which is maintaining a joint customer database (Article 6(1)(f) GDPR),
- A joint service involving the acquisition of customers using individual customs clearance (Article 6(1)(b) GDPR),
- A legal obligation imposed on the controllers related to the exercise of the rights of individuals whose data is processed within the process (Article 6(1)(c) GDPR).
- To whom and where can DHL transfer your data? Who can be the recipient of your data outside DHL? (information about data recipients) In addition to employees, agents, and members of DHL's bodies, the following persons and entities ensuring the operation, maintenance, and servicing of IT systems and solutions used by DHL will have access to your data. Moreover, depending on the nature of the matter, DHL may transfer your personal data only to the following entities:
 - Entities cooperating with DHL and providing services to DHL, including transport services, or
 - DHL insurers, or
 - entities providing accounting, financial, legal, or tax advisory services to DHL, or
 - public authorities, including courts, upon their justified request, or
 - public authorities, including courts, as well as DHL's representatives, insurers, and advisors, when necessary for DHL's defense against claims or for pursuing claims by DHL, or
 - DHL partners, whose current, complete list can be found here, or
 - other DHL Group companies involved in the execution of a specific task, or
 - entities from the group supporting DHL in the process of verifying contract parties (sanctions lists), as well as AEB Gesellschaft zur Entwicklung von Branchen-Software mbH, Sigmaringer Straße 109, D-70567 Stuttgart.

Transfer of data outside the European Economic Area or to international organizations

As a rule, your personal data will not be transferred outside the territory of the European Economic Area or to international organizations. Only in the case of handling

complaints, your personal data may be transferred to other DHL Group companies for internal administrative purposes. In such a case, our IT service providers may process such data outside the European Economic Area. The basis will be the mechanisms indicated in Chapter V of the GDPR, in particular the so-called approved contractual clauses. The basis for the transfer of data to the United Kingdom and Northern Ireland are the decisions of the European Commission stating that they ensure an adequate level of protection. More information in this regard can be obtained by contacting our Data Protection Officer.

How long will DHL retain your data? (information on data retention periods)

- The period for which DHL will retain your data will depend on the purpose for which DHL processes your data.
- In the case where your data is processed by DHL in order to perform a contract between you and DHL (e.g., a transport contract) or to perform other obligations towards you by DHL (e.g., to maintain a customer account on DHL services, including dhl24.com.pl), your personal data will be retained by DHL for the period necessary to perform DHL's obligations towards you, e.g., arising from the transport contract (order) and until the expiration of any claims you may have against DHL and claims DHL may have against you related to such obligations, e.g., arising from the transport contract (order), unless the retention of data is necessary longer for tax obligations – in which case the deletion will occur immediately after the expiration of the tax obligations related to the obligation, e.g., with the transport contract (order) (e.g., for settlement purposes related to a given order, your data will be retained for 5 years from the end of the calendar year in which the tax payment deadline related to the order has expired).
- In the case where your data is processed by DHL due to the necessity of processing for purposes arising from DHL's legitimate interests, your personal data will be retained by DHL for the period necessary to achieve the purposes arising from such interests, while for the purpose of direct marketing for the period of existence of the legitimate interest in conducting marketing, unless you exercise your right and object to the processing of these data for marketing purposes. In such a case, DHL may retain your data for the period of the statute of limitations for your claims against DHL or DHL's claims against you, resulting from legal regulations if the processing of these data is necessary to establish or pursue claims, as well as to defend against such claims.
- For the purpose of establishing and pursuing claims or defense against claims, DHL may retain your data for the period of the statute of limitations for your claims against DHL or DHL's claims against you resulting from legal regulations (for example, the general statute of limitations for claims related to business activity is 3 years, while the general statute of limitations for consumer claims

against DHL is 6 years; the above data retention periods may change with changes in generally applicable legal regulations).

- For the purpose of responding to your message, question, complaint, or suggestion, DHL may retain your data for the period necessary to respond or handle the matter you address to DHL, while DHL may extend this period by the period of the statute of limitations for your claims against DHL or DHL's claims against you resulting from legal regulations if the processing of these data is necessary to establish or pursue claims, as well as to defend against such claims.
- Furthermore, in the case of claims being raised against DHL or by DHL, e.g., in connection with the transport contract (order) concluded between you and DHL, your data will be retained no longer than necessary in connection with the appropriate proceedings concerning such claims.
- In the case where your data is processed by DHL due to a legal obligation imposed on DHL, DHL will retain these data as long as the legal obligation is imposed on DHL. If your data is necessary to document economic events for accounting purposes, your data in this regard will be retained by DHL as long as there is a legal obligation for DHL to have the document of these events.
- In the case where your data is processed by DHL based on your voluntarily given consent, they will be processed until it is withdrawn or the purpose of processing ceases.
- In the case of verification of contract parties, data may be archived for up to 5 years (in case of the need for more detailed checks).

In the case of personal data processed in the process of joint customer acquisition, for which DHL Freight (Poland) and Gerlach are joint controllers:

- the period required by law for retaining accounting documentation, i.e., for 5 years from the end of the tax year or financial year,
- 3 years regarding data processed in the framework of exercising rights,
- the duration of the contract – regarding maintaining a joint customer database.

Information about your rights

Since DHL processes your personal data, you have many rights. Below we present a brief description of them. To exercise these rights or obtain additional information in this regard, we encourage you to contact DHL's Data Protection Officer via email: dpo.freightpoland@dhl.com

If you contact DHL with a request to exercise your rights, DHL may request, in case of justified doubts about your identity, additional information to confirm your identity. DHL will respond to requests without undue delay, possibly within one month from the date of receiving the request. If DHL demonstrates that your requests are manifestly unfounded or excessive, particularly due to their repetitive nature, DHL may: a) charge

a reasonable fee, considering the administrative costs of providing information, conducting communication, or taking the requested actions; or b) refuse to take action on the request.

In the case of personal data processed in the process of joint customer acquisition, for which DHL Freight (Poland) and Gerlach are joint controllers, to exercise rights or obtain additional information in this regard, we encourage you to contact DHL's Data Protection Officer via email: dpo.freightpoland@dhl.com

Right of access to data

You have the right to request access to your personal data, including, in particular, information about whether DHL processes your personal data and about the purposes of such processing.

Scope of data held by DHL, purposes of data processing, or categories of recipients of your data, where possible, the planned period of data storage, your rights regarding personal data, information about the sources from which DHL obtained your data, if they were not collected from you. You also have the right to obtain a copy of the data, with the proviso that obtaining the first copy of the data is free of charge, and obtaining each subsequent copy may require a reasonable fee considering the administrative costs of preparing such a copy of the data.

Right to Rectification of Data

You have the right to request the immediate rectification of incorrect data or, considering the purposes of processing, to complete incomplete data.

Right to Erasure of Data (Right to be Forgotten)

You have the right to request the erasure of your data if one of the following circumstances applies: a) The personal data are no longer necessary for the purposes for which they were collected or otherwise processed; b) You have effectively objected to the processing; c) The personal data have been processed unlawfully; d) The personal data must be erased to comply with a legal obligation; e) You have withdrawn your consent to the processing of personal data, and there is no other legal basis for processing them.

However, you will not be able to exercise the right to erasure, among others, if such data are necessary to establish, pursue, or defend against claims.

Right to Restriction of Data Processing

You have the right to request the restriction of processing in the following cases: a) If you contest the accuracy of the personal data – for a period allowing the verification of the accuracy of the data; b) The processing is unlawful, and you oppose the erasure of the personal data, requesting instead the restriction of their use; c) The personal data are no longer needed by DHL but are needed by you to establish, pursue, or defend

against claims; d) In case you have objected – until it is determined whether the legitimate grounds on the part of DHL override the grounds for your objection.

Right to Data Portability

You have the right to receive your personal data, which you provided to DHL, in a structured, commonly used, and machine-readable format, and you have the right to transmit those data to another controller without hindrance from DHL, provided that: a) The processing is based on your consent or on a contract with you, and b) The processing is carried out by automated means.

You also have the right to request that the personal data be transmitted directly by DHL to another data controller, where technically feasible.

Right to Withdraw Consent

If you have given consent for a specific purpose of data processing, you have the right to withdraw such consent at any time. The withdrawal of consent does not affect the lawfulness of the processing carried out based on the consent before its withdrawal.

Right to Object to Data Processing

You have the right to object at any time – on grounds relating to your particular situation – to the processing of your data if the legal basis for processing is DHL's legitimate interest.

As a result of the objection, DHL will cease to process your personal data unless it demonstrates compelling legitimate grounds for the processing that override your interests, rights, and freedoms or grounds for the establishment, exercise, or defense of claims.

If personal data are processed for direct marketing purposes, you may object to such processing at any time, including profiling, without having to provide reasons related to your particular situation, and DHL is obliged to cease such processing immediately.

Right to Lodge a Complaint with a Supervisory Authority

You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the law in this regard.

Information on Whether Providing Personal Data is a Statutory or Contractual Requirement or a Condition for Entering into a Contract and the Lack of Obligation to Provide Data

All data is provided voluntarily. Depending on the situation in which DHL may obtain your data, providing certain data (specified by DHL as required data) may be a condition for entering into a contract with DHL or a condition for starting the provision of services by DHL, e.g., opening and maintaining a customer account on DHL services, such as [dhl24.com.pl](https://www.dhl24.com.pl).

Providing the sender's name and address, the recipient's name and address is necessary to order the service. Providing the recipient's phone number is necessary to use additional services such as SMS notification and pre-delivery notification. In some circumstances, providing a phone number or email address may be required due to the nature of the service. Providing the name, address, and VAT number may be a statutory requirement and necessary to prepare documentation for tax purposes.

When directing messages or requests to DHL (e.g., requesting a DHL offer), providing contact details is not a statutory or contractual requirement or a condition for entering into a contract, but providing the required data is necessary to enable DHL to respond.

Information on the Consequences of Not Providing Data

Depending on the situation in which DHL may obtain your data, the lack of providing certain information may prevent entering into a contract with DHL, placing an order, using additional services, opening and maintaining your customer account on DHL services such as dhl24.com.pl, receiving correct tax documents from DHL, receiving an offer or response from DHL, submitting a complaint, intervention, or changing the order instructions.

Information on the Use of Data for Automated Decision-Making, Including Profiling

Your personal data will not be used for automated decision-making, including profiling.

Additional Information for Shipment Recipients

Your personal data included in the waybill (data category) has been provided to us by the service ordered.

Supplier

1. Who is the controller of your personal data?

The controller of your personal data obtained in connection with the conclusion and performance of the contract with your company is DHL Freight (Poland) Limited Liability Company, located at 48 Krakowiaków street, 02-255 Warsaw ("DHL").

2. How can you contact the Data Protection Officer?

DHL has appointed a Data Protection Officer - Michał Czarnecki. This is the person you can contact regarding all matters related to the processing of your personal data and exercising your rights related to data processing, either in writing or via the following email: dpo.freightpoland@dhl.com. We recommend contacting the officer especially if you wish to exercise your rights, such as the right to access data, rectify, delete, or restrict processing, or the right to object to processing, provided the objection is justified by reasons related to your particular situation.

3. For what purposes and on what basis do we process your personal data?

DHL will process your personal data for the following purposes:

- For purposes related to the conclusion and performance of the contract concluded with your company – for the contracting party, the basis will be the necessity to perform the contract to which the data subject is a party or to take action at the request of the data subject before concluding the contract (Article 6(1)(b) GDPR), and for the representative or employee, the legal basis for processing will be DHL's legitimate interest in concluding and performing that contract (Article 6(1)(f) GDPR);
- Storing or providing certain information to public authorities, including law enforcement agencies, and documenting economic events for tax and accounting purposes, which constitutes a legal obligation imposed on DHL (based on Article 6(1)(c) GDPR);
- For the purpose of potentially establishing, pursuing, or defending against claims – the legal basis for data processing will be our legitimate interest in being able to establish and pursue our claims (debts) or defend against such claims (Article 6(1)(f) GDPR);
- For the purpose of verifying the contracting parties – U.S., EU, and local sanctions lists (based on Article 6(1)(f) GDPR). We will obtain information on whether the party is on the list. In case of doubt, we will ask for additional information. Ensuring compliance with the aforementioned requirements constitutes a legitimate interest of DHL;
- For the contracting party - for the purpose of preventing money laundering and financing of terrorism (Article 6(1)(c) GDPR), which constitutes a legal obligation imposed on DHL.
- For sending marketing information via the selected communication channel based on the expressed consent (Article 6(1)(a) GDPR).

4. What categories of your personal data will we process?

DHL will process the following categories of your personal data:

- First name, last name,
- Business phone number,
- Business email address,
- Job title,
- Data related to the conclusion and performance of the contract.
- For representatives of legal entities also: PESEL (Polish national identification number) and function in the organization.

5. To whom do we transfer your personal data?

In addition to DHL employees, proxies, and members of DHL's bodies, the following persons and entities ensuring the operation, maintenance, and servicing of IT systems and solutions used by DHL will have access to your data. Moreover, depending on the nature of the matter, your personal data may be transferred by DHL only to the following entities:

- Entities cooperating with DHL and providing services to DHL, including transport services, or
- Entities within the group supporting DHL in the process of verifying contracting parties (sanctions lists), as well as AEB Gesellschaft zur Entwicklung von Branchen-Software mbH, Sigmaringer Straße 109, D-70567 Stuttgart, or
- DHL's insurers, or
- Entities providing accounting, financial, archiving, legal, or tax advisory services to DHL, other companies within the DHL group participating in the execution of a specific task, or
- Public authorities, including courts, upon their justified request, or
- Public authorities, including courts, as well as DHL's proxies, insurers, and advisors, when necessary to defend DHL against claims or to pursue claims by DHL.

6. Do we transfer your data outside the European Economic Area and to international organizations?

Your data will not be transferred outside the European Economic Area and to international organizations.

7. For how long will we store your data?

We will use your personal data for the period necessary to perform the contract with your company (and then for the period of limitation of claims related to it). If you are a party to the contract - the data will be processed for the periods specified in legal regulations (tax law, accounting law). Your personal data may be stored by us to pursue our legitimate interests indicated above. In the case of verification of contracting parties, the data may be archived for up to 5 years (in case of the need for more detailed verification). In the case of expressed consent, your data will be processed until it is withdrawn.

8. What are your rights?

Since DHL processes your personal data, you have many rights. Below we present a brief description of them. To exercise these rights or obtain additional information in this regard, we encourage you to contact the DHL Data Protection Officer via email: dpo.freightpoland@dhl.com.

Right to Object to Data Processing and Other Rights

You have the right to object at any time – on grounds relating to your particular situation – to the processing of your data if the legal basis for processing is DHL's legitimate interest. As a result of the objection, DHL will cease to process your personal data unless it demonstrates compelling legitimate grounds for the processing that override your interests, rights, and freedoms or grounds for the establishment, exercise, or defense of claims. You also have the following rights related to the processing of your personal data:

Right of Access to Data

You have the right to request access to your personal data, including, in particular, information about whether DHL processes your personal data and the scope of data held by DHL, the purposes of data processing, or the categories of recipients of your data, if possible, the planned period of data storage, your rights regarding personal data, information about the sources from which DHL obtained your data if they were not collected from you. You also have the right to obtain a copy of the data, with the proviso that obtaining the first copy of the data is free of charge, and obtaining each subsequent copy may require the payment of a reasonable fee considering the administrative costs of preparing such a copy of data.

Sure, here is the translation of the provided fragment into English:

Right to Rectify Data

You have the right to request the immediate rectification of incorrect data or, considering the purposes of processing, the completion of incomplete data.

Right to Data Portability to Another Controller

You have the right to transfer data (processed based on consent or contract) provided to DHL to another controller.

Right to Erasure (Right to be Forgotten)

You have the right to request the erasure of your data if one of the following circumstances applies: a) The personal data are no longer necessary for the purposes for which they were collected or otherwise processed; b) You have effectively objected to the processing; c) The personal data were processed unlawfully; d) The personal data must be erased to comply with a legal obligation; e) You have withdrawn your consent to the processing of personal data, and there is no other legal basis for their processing.

Right to Restrict Processing

You have the right to request the restriction of processing in the following cases: a) If you contest the accuracy of the personal data – for a period enabling the verification of the accuracy of the data; b) The processing is unlawful, and you oppose the erasure of the personal data, requesting instead the restriction of their use; c) The personal data are no longer needed by DHL but are required by you to establish, exercise, or defend

legal claims; d) In the event of your objection – pending the verification of whether the legitimate grounds of DHL override your objection.

Right to Withdraw Consent

You have the right to withdraw your consent at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Right to Lodge a Complaint with a Supervisory Authority

You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the law in this regard.

9. Source of Your Personal Data

We received your personal data from you during the contract conclusion process or from your employer/entity for which you provide services. Providing data is necessary for the conclusion and performance of the contract.

10. Will You Be Subject to Automated Processing?

We will not make decisions based solely on automated processing, including profiling, which would produce legal effects concerning you or similarly significantly affect you.

• Job Candidate (application submitted in response to a recruitment process)

1) Data Controller – Who is it and how can you contact us?

The controller of your personal data contained in the application is DHL Freight (Poland) Limited Liability Company, located at 48 Krakowiaków street, Warsaw 02-255 ("DHL"). You can contact us in writing or via the following email: dpo.freightpoland@dhl.com

2) Data Protection Officer – How to contact him?

DHL has appointed a Data Protection Officer ("DPO"), Michał Czarnecki. You can contact him on all matters related to the processing of personal data and the exercise of rights related to data processing via the following email: dpo.freightpoland@dhl.com.

3) For what purpose and on what basis do we process your personal data?

DHL will process your personal data contained in the application documents for the following purposes: a) To conduct the recruitment process for the position you are applying for – the legal basis for processing is that it is necessary to fulfill a legal obligation imposed on DHL, particularly arising from labor law (Article 6(1)(c) of the General Data Protection Regulation No. 2016/679 ("GDPR") in connection with labor law provisions) and that the processing of data is necessary to take steps before entering into a contract (Article 6(1)(b) GDPR), and for additional data – the legal basis for processing is your consent (Article 6(1)(a) GDPR) or Article 9(2)(b) – if the application documents contain

data referred to in Article 9(1) GDPR (e.g., concerning health) necessary to fulfill obligations and exercise specific rights by the controller or the data subject in the field of labor law; b) For future recruitment processes, if you have given consent to process data for this purpose – the legal basis for processing will be your consent (Article 6(1)(a) GDPR); c) In justified cases – to establish, pursue, or defend against claims – the legal basis for processing will be our legitimate interest in being able to establish and pursue our claims (debts) or defend against such claims (Article 6(1)(f) GDPR); d) Your email address may be used to send an invitation to complete a candidate satisfaction survey related to the quality of the recruitment process. The legal basis for processing your data in this regard will be our legitimate interest in conducting such a survey (Article 6(1)(f) GDPR). You have the right to object to such processing at any time – to exercise this right, contact our DPO (contact details above).

4) To whom will we transfer your personal data?

We will transfer your personal data to entities acting on our behalf, i.e., IT service and solution providers, recruitment service providers, including online recruitment service providers or advertisers, particularly: Avature Private Limited Company, New York, NY, US (HQ) 45 Rockefeller Plaza (details on the processing of personal data in the recruitment application can be found [HERE](#)), eRecruitment Solutions sp. z o.o., ul. Prosta 68, 00-838 Warsaw, and Sonru Ltd, Chelsea House, Distillery Road, Wexford, Ireland.

5) How long will we store your data?

Your data will be processed for the duration of the recruitment process and for a period of 6 months from the date of the recruitment conclusion (in justified cases, this period may be longer for the purposes of establishing or pursuing claims or defending against claims). To the extent that the processing of your personal data is based on consent, it will be processed until the consent is withdrawn. In the case that you have given consent for the use of your personal data for future recruitment purposes, your data will be used for these purposes for no longer than 12 months from the moment DHL receives the data/submission of the recruitment application by the candidate.

6) What rights do you have regarding the processing of your personal data?

You have the right to object to the processing of your data for reasons related to your particular situation. You also have the following rights related to the processing of personal data:

- the right to access your personal data, including, in particular, information on whether DHL processes your personal data and the scope of your personal data held by DHL, the purposes of data processing, or the categories of recipients of your personal data;

- the right to request the rectification of your personal data or the completion of incomplete personal data;
- the right to request the deletion of personal data concerning you;
- the right to request the restriction of the processing of your personal data;
- the right to request the transfer of your data, including the right to receive from DHL in a structured, commonly used, machine-readable format the personal data concerning you that you provided to DHL, and the right to transmit those personal data to another controller without hindrance from DHL, as well as the right to request that the personal data concerning you be transmitted directly by DHL to another controller, where technically feasible. You also have the right to lodge a complaint with the President of the Personal Data Protection Office. Statements of withdrawal of consent, objections, or related to the exercise of your other rights should be directed in writing to the above-mentioned address of the Data Controller or electronically to the email address provided in point 2 above. If you contact DHL with a request to exercise your rights, DHL may request, in case of reasonable doubts about your identity, additional information to confirm your identity. DHL will respond to requests without undue delay, preferably within one month from the date of receipt of the request.

7) Do you have the right to withdraw your consent to the processing of your personal data?

To the extent that the processing of your personal data is based on consent, you have the right to withdraw your consent at any time. To do this, write to the DPO at dpo.freightpoland@dhl.com. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

8) Is the provision of personal data voluntary?

The provision of personal data requested by DHL is required by DHL for the purposes of conducting the recruitment process. Failure to provide personal data will result in the inability to consider your candidacy in the ongoing recruitment process. The provision of other data is voluntary.

9) Will you be subject to automated processing?

We will not make decisions based solely on automated processing, including profiling, which would produce legal effects concerning you or similarly significantly affect you.

Job Candidate (Courier)

In accordance with Article 13(1) and (2) of the 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 (General Data Protection Regulation) (OJ L 119, 2016, p. 1) – [hereinafter referred to as GDPR], we inform you:

1. Who is the controller of your personal data?

The controller of your personal data contained in the application is DHL Freight (Poland) Limited Liability Company, located at 48 Krakowiaków street, Warsaw 02-255 ("DHL"). You can contact us in writing or via the following email: dpo.freightpoland@dhl.com

2. How can you contact the Data Protection Officer?

DHL has appointed a Data Protection Officer ("DPO"), Michał Czarnecki. This is the person you can contact on all matters regarding the processing of personal data and the use of rights related to data processing via the following email: dpo.freightpoland@dhl.com

3. For what purpose and on what basis do we process your personal data?

We will process your personal data:

- for the purpose of conducting the current recruitment process based on applicable regulations (legal basis: Article 6(1)(c) GDPR);
- if you provide us with more information in your application documents than required by the job advertisement and limited by law, this means that you have given consent by a clear affirmative action (legal basis: Article 6(1)(a) GDPR);
- if your application documents contain data referred to in Article 9(1) GDPR (special categories of data, including health data), please provide separate consent in the recruitment form (legal basis: Article 9(2)(a) GDPR);
- if you provide separate consent in the recruitment form, we will process your personal data for future recruitment purposes (legal basis: Article 6(1)(a) GDPR);
- if you provide separate consent in the recruitment form, your data contained in the recruitment application may be shared with entities closely cooperating with the Data Controller (carriers, service partners) to present your candidacy for the purpose of providing services to the Data Controller through these entities (legal basis: Article 6(1)(a) GDPR, and in terms of health data, Article 9(2)(a) GDPR);
- in justified cases, for the purpose of establishing, pursuing, or defending against claims – the legal basis for data processing will be our legitimate interest in being able to establish and pursue claims (debts) or defend against such claims (Article 6(1)(f) GDPR);

4. How long will we store your personal data?

Your personal data will be stored for the following periods: regarding the current recruitment: 6 months from the date of closing the recruitment process (in justified cases, this period may be longer for the purpose of establishing, pursuing, or defending against claims), regarding future recruitment processes: 12 months from the moment DHL receives the data/submission of the recruitment application. In the case of processing personal data for recruitment purposes based on given consent, the processing periods may be shortened by withdrawing consent, and in the case of processing based on the legitimate interest of the Data Controller, by objecting to such processing. If you provided us with data in a broader scope than required in the recruitment process (simultaneously giving consent for its processing by a clear affirmative action), the personal data will be processed until the consent is withdrawn or the recruitment documentation is retained.

5. To whom will we transfer your personal data?

The recipient of your personal data may be carriers providing transportation services for DHL Freight (Poland) Ltd., whereby these entities process data only in accordance with the company's instructions. We may also transfer your personal data to entities acting on our behalf, in particular: eRecruitment Solutions Ltd., Prosta Street 68, 00-838 Warsaw, and Sonru Ltd, Chelsea House, Distillery Road, Wexford, Ireland.

6. Is providing your personal data voluntary?

Providing your personal data is voluntary, but failure to do so will result in the inability to participate in the recruitment process.

7. What rights do you have regarding the processing of personal data?

You have the following rights related to the processing of your personal data:

- You have the right to access your data and the right to rectify, delete, restrict processing, and the right to data portability;
- You have the right to object on grounds related to your particular situation;
- You have the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
- You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the GDPR regulations.

Statements regarding the withdrawal of consent, objections, or the exercise of other rights should be directed in writing to the above-mentioned address of the Data Controller or electronically to the email address provided in the recruitment form. If you

contact DHL with a request to exercise your rights, DHL may request additional information to confirm your identity in case of reasonable doubts. DHL will respond to requests without undue delay, possibly within one month from the date of receipt of the request.

8. Will you be subject to automated processing?

We will not make decisions based solely on automated processing, including profiling, that would produce legal effects concerning you or similarly significantly affect you.

Job Candidate (collaboration based on a civil law contract, e.g., recruitment for a Carrier)

1. Who is the controller of your personal data and how can you contact us?

The controller of your personal data contained in the application is DHL Freight (Poland) Limited Liability Company, located at 48 Krakowiaków street, Warsaw 02-255 ("DHL"). You can contact us in writing or via the following email: dpo.freightpoland@dhl.com

2. How can you contact the Data Protection Officer?

DHL has appointed a Data Protection Officer ("DPO"), Michał Czarnecki. You can contact him on all matters regarding the processing of personal data and the use of rights related to data processing via the following email: dpo.freightpoland@dhl.com.

3. For what purpose and on what basis do we process your personal data?

DHL will process your personal data contained in application documents for the following purposes: a) To conduct the current recruitment process - the legal basis for processing is that processing is necessary to take action at the request of the data subject before entering into a contract (Art. 6(1)(b) GDPR), and regarding the data provided additionally by you - the legal basis for processing is your consent (Art. 6(1)(a) GDPR) or Art. 9(2)(b) - in the case where application documents contain data referred to in Art. 9(1) GDPR (e.g., health data) necessary to fulfill the obligations and exercise specific rights by the controller or the data subject in the field of labor law. b) For future recruitment processes, if you have consented to the processing of data for this purpose - the legal basis for data processing will be your consent (Art. 6(1)(a) GDPR). c) In justified cases - to potentially establish, assert, or defend against claims - the legal basis for data processing will be the legitimate interest in being able to establish and assert our claims (debts) or defend against such claims (Art. 6(1)(f) GDPR).

4. To whom will we transfer your personal data?

We will transfer your personal data to entities acting on our behalf, i.e., IT service and solution providers, recruitment service providers, including online

recruitment service providers or advertisers, specifically: Avature Private Limited Company, New York, NY, US (HQ) 45 Rockefeller Plaza (details on the processing of personal data in the recruitment application can be found [HERE](#)), eRecruitment Solutions sp. z o.o., ul. Prosta 68, 00-838 Warsaw, and Sonru Ltd, Chelsea House, Distillery Road, Wexford, Ireland.

5. How long will we store your personal data?

Your data will be processed for the duration of the recruitment process and for 6 months from the end of the recruitment (in justified cases, this period may be longer for the purposes of establishing or asserting claims or defending against claims). To the extent that the processing of your personal data is based on consent, they will be processed until the consent is withdrawn. If you have consented to the use of personal data for future recruitment, your data will be used for these purposes no longer than 12 months from the moment DHL receives the data/the candidate submits the recruitment application.

6. What rights do you have regarding the processing of personal data?

You have the right to object to the processing of your data for reasons related to your particular situation. You also have the following rights related to the processing of personal data:

- The right to access your personal data, including, in particular, information about whether DHL processes your personal data and the scope of your personal data held by DHL, the purposes of data processing, or the categories of recipients of your personal data;
- The right to request the rectification of your personal data or the completion of incomplete personal data;
- The right to request the deletion of personal data concerning you;
- The right to request the restriction of the processing of your personal data;
- The right to request the transfer of your data, including the right to receive from DHL in a structured, commonly used, and machine-readable format the personal data concerning you that you provided to DHL, and the right to transmit those personal data to another controller without hindrance from DHL and the right to request that the personal data concerning you be transmitted by DHL directly to another controller, where technically feasible. You also have the right to lodge a complaint with the President of the Personal Data Protection Office.

Statements regarding the withdrawal of consent, objections, or the exercise of other rights should be directed in writing to the above-mentioned address of the Data Controller or electronically to the email address provided in point 2 above. If you

contact DHL with a request to exercise your rights, DHL may request additional information to confirm your identity in case of reasonable doubts. DHL will respond to requests without undue delay, possibly within one month from the date of receipt of the request.

7. Can you withdraw your consent to the processing of personal data?

To the extent that the processing of your personal data is based on consent, you have the right to withdraw consent at any time. To do this, write to the DPO at dpo.freightpoland@dhl.com. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

8. Is providing your personal data voluntary?

Providing the personal data requested by DHL is required by DHL for the purposes of conducting recruitment.

Failure to provide personal data will result in the inability to consider your candidacy in the ongoing recruitment process. Providing other data is voluntary.

9. Will you be subject to automated decision-making?

We will not make decisions based solely on automated processing, including profiling, that would produce legal effects concerning you or similarly significantly affect you.

• Customer Qualification Process for Business Clients

- 1. Who is the controller of your personal data?** The controller of your personal data is DHL Freight (Poland) Limited Liability Company, headquartered in Warsaw (address: Krakowiaków Street 48, 02-255f Warsaw), hereinafter referred to as "DHL".
- 2. How can you contact the Data Protection Officer?** The controller has appointed a Data Protection Officer (hereinafter: "DPO"), who can be reached at dpo.freightpoland@dhl.com or at DHL's correspondence address.
- 3. For what purpose and on what basis do we process your personal data?** Your personal data will be processed for the following purposes:
 - Maintaining a contact database**, including for the purpose of establishing potential business relationships, which constitutes a legitimate interest of the data controller (Art. 6(1)(f) GDPR) and may lead to the establishment of cooperation (Art. 6(1)(b) GDPR).
 - Conducting direct marketing** of DHL's and third-party services (including preparing dedicated offers based on estimated shipment quantities), responding to interventions, complaints, claims, or changes in instructions, preparing responses or handling matters reported in your message, and marking you as an entity that does not wish to be contacted if you request to cease contact – which constitutes a legitimate interest of the data controller (Art. 6(1)(f) GDPR).
 - Presenting our service offers** – upon obtaining consent for

contact via a given communication channel. The basis is the consent given (Art. 6(1)(a) GDPR). d. **Conducting contacts related to opinion surveys** regarding the establishment of cooperation (based on Art. 6(1)(f) GDPR). e. **Archiving potential telephone conversations** – to resolve the issue you reported and assess the conduct of our consultant, which constitutes a legitimate interest of DHL (based on Art. 6(1)(f) GDPR). f. **Verifying the parties to the contract** (including before its conclusion) – US, EU, and local sanctions lists (the basis is the necessity of processing for purposes arising from DHL's legitimate interests (based on Art. 6(1)(f) GDPR)). We will obtain information on whether the party is on the list. In case of doubts, we will ask for additional information.

4. **Who may receive your personal data?** The recipients of your personal data may include entities supporting DHL in its processes (other entities from the DHL Group, IT entities, legal advisors, entities storing and destroying documents).
5. **How long will we store your personal data?** Your data will be processed accordingly: until consent is withdrawn, an objection is raised, or the database is verified (e.g., cessation of your business activities).
6. **What rights do you have regarding the processing of personal data?** You have the right to: a. Withdraw consent at any time, which does not affect the legality of processing based on consent before its withdrawal. b. Request access to your personal data and correct them if they are incorrect. c. In cases provided by law – request the deletion of your personal data. d. In cases provided by law – request the restriction of the processing of your personal data. e. In cases provided by law – transfer your data to another controller.
7. **Do you have the right to object to the processing?** You also have the right to object to the processing for reasons related to your particular situation.
8. **How can you exercise your rights?** To exercise the rights indicated in points 6 and 7, please contact the Data Protection Officer, who can be reached at: dpo.freightpoland@dhl.com or at DHL's correspondence address.
9. **Will your personal data be subject to automated decision-making?** Your personal data will not be subject to automated decision-making, including profiling.
10. **Will your personal data be transferred to a third country or international organization?** The data controller does not intend to transfer your personal data to a third country or international organization.
11. **Do you have the right to lodge a complaint?** You have the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office.

12. **How were your data obtained?** Your data were obtained from information provided during previous contacts, as well as from publicly available sources (CEIDG, KRS, private websites, social media, others: e.g., EU funds beneficiaries).
13. **Is providing additional personal data mandatory?** Providing additional personal data is voluntary but may be necessary to establish and carry out cooperation.