

NOVELPAY Sp. z o.o PRIVACY POLICY**I. INTRODUCTION**

This document lays down the privacy policy of NOVELPAY Sp. z o.o. company, having its registered office at Al. Ujazdowskie 6a, 00-461 Warsaw, registered at the District Court for the Capital City of Warsaw, 12th Commercial Division, under No. KRS 0000442216 (hereinafter the "Policy"). It defines the principles and the manner of processing, and the use of data and information obtained from candidates, clients and users of all the websites belonging to NOVELPAY and created, among others, in the following domains:

- novelpay.pl,
- novelpay.com.pl,
- novelpay.fr,
- paxtechnology.pl

Please read the text of the Policy carefully. By accessing or using any NOVELPAY website and submitting any Personal Data to us in connection with job applications, referral of a friend for a job, sending an offer/co-operation enquiry, etc., you agree to the terms of this Policy and acknowledge that you have read and understand its provisions.

II. TERMS AND DEFINITIONS

GDPR – means Regulation of the European Parliament and of the Council (EU) 2016/679 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) in accordance with which NOVELPAY processes Personal Data of the Users.

Personal Data – means Personal Data within the meaning of GDPR, that is any information about an identified or identifiable natural person. These data allow to directly or indirectly identify a natural person as regards the natural person's name, e-mail address or telephone number and other data which, in combination with the data mentioned above, may identify the User.

Candidate – a candidate for employment with NOVELPAY or proposed by NOVELPAY to its clients and partners.

User – a job applicant, the newsletter's subscriber, a participant in a competition, a person making an enquiry, a training participant, a person referring a friend for a job and any person visiting the websites belonging to NOVELPAY.

Services – shall be understood as services provided by NOVELPAY electronically, via the website, i.e. the newsletter subscription, sending an enquiry via the contact form, submitting documents necessary for the recruitment process, application for participation in competitions or training courses.

III. PROVIDING PERSONAL DATA

By providing your Personal Data via a website in the domain novelpay.pl, novelpay.com.pl, novelpay.fr, paxtechnology.pl and others belonging to NOVELPAY, you confirm that you have the necessary authorisations to disclose the personal data which will be used by NOVELPAY in the manner set out in this Policy.

IV. PERSONAL DATA CONTROLLER

The controller of the Users' Personal Data submitted in connection with accessing any NOVELPAY website, in particular with regard to making contact via the form, carrying out recruitment processes via such a website, conducting training courses, sending marketing information (including newsletters)

or using other services available on a website is NOVELPAY Sp. z o.o. having its registered office at Al. Ujazdowskie 6A, 00-461 Warsaw.

V. PURPOSES OF PERSONAL DATA PROCESSING AND LEGAL BASIS

NOVELPAY processes Personal Data in order to:

1. Send to e-mail addresses or telephone numbers provided by the Users answers to enquiries which had been made or sent via the contact form;
2. Send commercial and marketing information (including the NOVELPAY newsletter) to the Users to the e-mail addresses given by them, provided that the User has agreed to receive such information. More detailed information regarding the processing of Personal Data in connection with marketing is contained in Chapter IX of this Policy;

If the User is contacted for the purpose of providing him or her with an answer to his or her enquiry, the legal basis for the processing Personal Data is the legitimate interest of NOVELPAY as the controller of Personal Data provided via the contact form (Article 6(1)(f) GDPR). The legitimate interest consists in the possibility of addressing a submitted enquiry by providing the User with a comprehensive response. Without the processing of your Personal Data, in particular your contact details, we will not be able to provide you with a response and therefore help resolve the issue indicated in your enquiry.

Importantly, in the context of the consent for sending commercial information to the Users, where a User sends an enquiry to NOVELPAY in relation to a specific commercial offer, the submission of the form is tantamount to consenting to receive the commercial offer about which the User enquired by means of a *clear affirmative action*, therefore the provisions of clause 1 regarding unsolicited commercial communications shall not apply.

3. Process by NOVELPAY the job application sent by the User and possibly carry out the recruitment process, after the User has given his or her consent to the processing of the data contained in the CV or the form;

In the case of processing Personal Data for the purposes of processing job applications, the legal basis is the consent of each User to the processing of Personal Data (Article 6(1)(a) GDPR). More detailed information regarding the processing of Personal Data in connection with recruitment processes is contained in Chapter VIII of this Policy.

4. Organise and run competitions by NOVELPAY;

In case of processing applications for participation in competitions, the legal basis for the processing of Personal Data is the consent of the User to the processing of Personal Data (Article 6(1)(a) GDPR). The rules applicable to the consent are the same as those set out in clause 1, sub-clauses 1-2, of this Chapter. More detailed information regarding the competitions is contained in Chapter XII of this Policy.

5. Organise and conduct open and dedicated training courses.

In case of training courses, the legal basis for the processing of Personal Data is the contract for the provision of training services concluded with NOVELPAY through the submission of an order form (Article 6(1)(b) GDPR).

VI. SHARING PERSONAL DATA

NOVELPAY is entitled to share data with entities authorised under relevant provisions of law.

NOVELPAY may share your Personal Data with entities that support NOVELPAY in the execution of particular orders as part of their cooperation, including but not limited to:

- those providing marketing services (advertising agencies, mass-mailing companies, etc.);
- those providing support services for the organisation and conduct of training courses, tests.

Personal Data are shared by means of entrusting them for processing. To this end, NOVELPAY has entered into appropriate processing agreements with the aforementioned entities in compliance with the requirements of Article 28(3) GDPR.

In addition, NOVELPAY shares the Users' Personal Data with its clients in connection with recruitment processes carried out on their behalf with a view to recruiting and then sending Specialists or entire teams to provide outsourcing services. NOVELPAY has entered into appropriate agreements and contracts setting out the rules with respect to Personal Data sharing.

Each User has the right to know which customer obtained Personal Data under the terms of Chapter VII of this Policy.

VII. THE USER'S RIGHTS

In accordance with Chapter III, Articles 15-22 GDPR, the User has the following rights in relation to the processing of his or her Personal Data by NOVELPAY:

1. Right of access to their Personal Data,
2. Right to rectification of processed data,
3. Right to request the removal of his or her personal data ("right to be forgotten"),
4. Right to restriction of data processing,
5. Right to data portability,
6. Right to object to further processing,
7. Right not to be subject to decisions based solely on automated processing, including profiling,
8. Right to withdraw consent for the processing of Personal Data.

Each of the above rights may be exercised by the User on a request sent to gdrp@novelpay.pl. NOVELPAY shall process such a request and respond within 1 month of receipt thereof, with an indication of its determination – and stating what specific actions have been taken with an indication of the estimated time to execute the request in full, if specific actions require a longer time.

Pursuant to the right specified in clause 8, you may at any time withdraw your consent to further processing of Personal Data for purposes that require a consent, provided that the withdrawal of the consent shall not affect the lawful use of Personal Data with respect to actions carried out on the basis of the consent prior to withdrawal.

Pursuant to the right of access, the User is entitled to obtain the following information in the form of duplicates:

1. Purposes of Personal Data processing;
2. Categories of Personal Data – what data we process, e.g. forename, surname, telephone number;
3. Information about the recipients or categories of recipients of data – who (person, company, institution) could have received the data;
4. Information on the right to request NOVELPAY to rectify, remove or restrict the processing of the User's data and to object to specific data processing;
5. Information on the possibility of lodging a complaint with the Data Protection Authority;
6. Information on the source of the data, if the data have not been collected directly from the User – indication of the person or company or institution that transmitted the Personal Data;
7. On the use of profiling: the basis on which it is carried out, the consequences of profiling for the User.

At the same time, you are advised by NOVELPAY that each subsequent copy of your Personal Data will be subject to a fee based on the costs incurred for the creation of any such subsequent copy.

NOVELPAY shall notify the User of the costs after assessing the scope of information indicated in the request.

NOVELPAY reserves the right to reply to a request for the exercise of any right later than stated above (up to two months) due to a large number of requests or the complexity of the request. Complexity shall be understood as the need to collate data from multiple IT systems or the need to consult more than one person from a department or departments to obtain requested information. In any case, NOVELPAY undertakes to inform the User of this fact, giving reasons.

You are advised by NOVELPAY that it may deny the exercise of any of the rights laid down in Articles 15-22 GDPR where the User makes requests in a continuous and excessive manner, without any justification. Each time NOVELPAY shall justify the denial of exercise of the right indicated in the request. Continuous and excessive manner shall mean sending successive requests with a similar demand to the first one, in spite of that request having been processed and information provided on its execution, e.g. the User sends a request for access to information, NOVELPAY executes it – it sends a summary of the information held, and the User sends the same request a second and another time, without explaining the reason for sending a new request for information.

VIII. PROCESSING OF PERSONAL DATA FOR RECRUITMENT PURPOSES AND REFERRALS OF A CANDIDATE

NOVELPAY carries out recruitment for its own purposes and for the clients and partners, for example: a service for the supply of Specialists. In that respect, you are advised that your data may also be processed by NOVELPAY's clients and partners, as referred to in the job advertisement where it is indicated that we are recruiting for a client or partner. At the same time, we would like to inform you that by giving your consent to the recruitment processes, your consent will apply both to the recruitment for a specific position given in the job advertisement and to future recruitments. This means that we will store Personal Data in our database in order to send you information about job offers that are tailored to your profile and work experience. At any time you may withdraw your consent to further processing in accordance with Chapter VII of this Policy, which shall not affect the lawful use of Personal Data in activities carried out on the basis of the consent prior to withdrawal.

The User's Personal Data may also be processed when the User is referred by a referring person. In such a case, the referring person enters his or her details and those of the person being referred and submits a CV under the form with the User's details. NOVELPAY verifies the CV of the referred person received from the referring person in respect of the consent of the referred person to the processing of Personal Data in compliance with the requirements of GDPR. If the consent has been given, NOVELPAY is entitled to use those data for recruitment processes.

IX. PROCESSING OF PERSONAL DATA FOR MARKETING PURPOSES

By submitting an enquiry, registering for a training course or any other event organised by NOVELPAY, the User may consent to the processing of Personal Data for the purposes of receiving marketing information about NOVELPAY's products and services, including newsletters. The rules for obtaining consent are set out in Chapter V, clauses 1-2, of the Policy. The consent may be withdrawn at any time, subject to the provisions contained in Chapter VII, clause 3 of this Policy.

As regards sending newsletters, the legal basis for the processing of Personal Data is the consent of the User to the processing of Personal Data (Article 6(1)(a) GDPR).

The User gives his or her consent to receiving the newsletter by entering his or her e-mail address on the newsletter or gated content subscription form, or by ticking a checkbox when filling in the contact or recruitment form. Entering an e-mail address in the newsletter subscription form is a so-called *clear affirmative action*, i.e. consent to the processing of Personal Data within the meaning of Article 4(11) GDPR providing the definition of consent and related recital 32 of GDPR explaining what a *clear action* is.

According to the aforementioned recital, *clear affirmative action* consists in communicating by the User to NOVELPAY that he or she agrees to the use of the e-mail address provided in the form for sending newsletters with information from NOVELPAY. In addition to the ticking of the checkbox, it is one of the acceptable forms of expressing the User's consent to the use of the provided e-mail address for the above-mentioned purposes.

The consent for sending unsolicited commercial information to the Users pursuant to Article 10 of the Act on the Provision of Electronic Services and Article 172 section 1 of the Telecommunications Law is expressed by the Users independently and separately, by means of ticking a dedicated checkbox next to the text of the consent.

In order to download some documents from NOVELPAY websites, you may be required to fill in a form and provide personal data therein. The provided data will be processed on the basis of the consent (Article 6(1)(a) GDPR) expressed by means of *clear affirmative action*. On the other hand, if the User wishes to receive other marketing information, he or she can make a choice whether or not to tick a dedicated checkbox.

X. PROCESSING OF PERSONAL DATA FOR THE PURPOSES OF ORGANISING AND CONDUCTING TRAINING COURSES

NOVELPAY may organise open and dedicated training courses for NOVELPAY's customers and partners and any interested person, and therefore process Personal Data of the Users who apply to participate in such trainings courses, to the extent necessary to handle matters connected with such courses.

XI. PROCESSING OF PERSONAL DATA FOR INDIVIDUAL ADAPTATIONS OF CONTENT

Content on any NOVELPAY website may be adapted to your profile by means of automated processing of Personal Data, involving the use of certain data about the User. Collected data include: information from social media networks, location and data provided by the Users using forms on the NOVELPAY website.

NOVELPAY warrants that the information and data obtained are not shared with other entities specialising in developing profiles. The User may object to the individualised adaptation of the content at any time, in accordance with Section VII, clauses 6-7, of this Policy, however it may render impossible the sending of marketing and sales information or the communication of new job offers that match the User's profile and work experience.

XII. ORGANISATION AND CONDUCT OF COMPETITIONS

NOVELPAY processes the Users' Personal Data in connection with the organisation and conduct of competitions. By registering for a competition, either via a special form or by sending an application to a dedicated e-mail address, the User gives his or her consent to the processing of Personal Data for the purposes of any activities related to the organisation of such a competition. The legal basis for data processing is the consent (Article 6(1)(a) GDPR) expressed by means of *clear affirmative action*. The User may at any time withdraw his or her consent pursuant to his or her rights, in accordance with Section VII, clause 8, however this will make further participation in the competition impossible.

XIII. SECURITY RULES

NOVELPAY has implemented security measures (organisational and technical) to protect Personal Data against loss, misuse, unlawful processing or modification. NOVELPAY undertakes to protect any information disclosed by the Users in accordance with applicable standards of security protection and confidentiality.

NOVELPAY has implemented an Information Security Management System in compliance with the provisions of GDPR in relation to the security measures applied to the processing of Personal Data (Article 32 GDPR). As part of the system referred to above, it has put in place procedures to manage permissions within IT systems to prevent unauthorised staff from processing data. NOVELPAY

employees attend regular training courses on safe processing of Personal Data and current threats. In order to ensure the security of Personal Data provided by the Users, special SSL certificates have been implemented with keys encrypting the data transmitted from the forms available on the websites to IT systems using the most reputable algorithms such as RSA, SHA with a length of at least 1024 bits.

XIV. COOKIES

NOVELPAY represents that we use cookies on novelpay.pl website and other sites belonging to NOVELPAY. By using this website, you agree to cookies being placed on your device as explained below. Cookies used on novelpay.pl website and other NOVELPAY websites may be set up by our website or by a third party website. Cookies are used for:

1. Adapting the content of websites to the User's preferences and optimising the use of websites; in particular, these files allow to recognise the device of the website's user and properly display the website, adapted to his or her individual needs;
2. Creating statistics which help understand how users of the website use individual pages; it enables the improvement of their structure and content;
3. Providing users with advertising content more tailored to their interests.

Types of cookies used by NOVELPAY:

1. "Necessary" cookies that enable the use of services available on the website, e.g. to enable the use of sessions;
2. "Functional" cookies that enable to "remember" the User's selected settings and personalise the User's interface, e.g. in terms of chosen mobile/desktop version, the last phrases typed by the User, the appearance of the website, etc.;
3. "Analytical" cookies that enable to monitor the User's activity on the website.

The User may block the storage of cookies by changing the settings of the browser accordingly. Disabling cookies may affect the functionality of the website. If you do not change your browser settings, you agree to the use of cookies.

XV. AMENDMENT OF THE POLICY

Due to the development and progress of technology and changing legislation, the principles set out in this Privacy Policy may change. Changes to these rules will be notified to the User in a new version of this document published on novelpay.pl/privacy.