

PRIVACY POLICY

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Thank you for choosing to be part of our community at AppUnite.com, doing business as AppUnite Spółka Akcyjna with its registered office in Poznań (61-555) at 3A/3 Droga Dębińska entered in the register of entrepreneurs of the National Court Register kept by the District Court Poznań - Nowe Miasto and Wilda in Poznań, VIII Economic Department of the National Court Register, under KRS number: 0000964739, NIP 7831812112, REGON 385381222, share capital PLN 1,000,000.00 paid in full, ("AppUnite", "we", "us", or "our") we are controller of your personal data under 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 further referred to as "**GDPR**").

We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us at office@appunite.com.

When you visit our website <https://appunite.com/>, and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy policy, we describe our privacy policy. We seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy policy that you do not agree with, please discontinue use of our Sites and our services.

This privacy policy applies to all information collected through our website (such as <https://appunite.com/> or <https://jobs.appunite.com/>), and/or any related services, sales, marketing or events (we refer to them collectively in this privacy policy as the "**Sites** ").

Please read this privacy policy carefully as it will help you make informed decisions about sharing your personal information with us.

TABLE OF CONTENTS

1. WHAT INFORMATION DO WE COLLECT?
2. HOW DO WE USE YOUR INFORMATION?

3. WILL YOUR INFORMATION BE SHARED WITH ANYONE?
4. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?
5. HOW LONG DO WE KEEP YOUR INFORMATION?
6. HOW DO WE KEEP YOUR INFORMATION SAFE?
7. DO WE COLLECT INFORMATION FROM MINORS?
8. WHAT ARE YOUR PRIVACY RIGHTS?
9. CONTROLS FOR DO-NOT-TRACK FEATURES
10. THIRD-PARTY SERVICES
11. THIRD-PARTY COOKIES
12. DO WE MAKE UPDATES TO THIS POLICY?
13. HOW CAN YOU CONTACT US ABOUT THIS POLICY?

1. WHAT INFORMATION DO WE COLLECT?

Personal information you disclose to us

In Short: We collect personal information that you provide to us depending on the context. Mainly we collect personal data such as:

- name, e-mail address, contact information e.g. telephone number, passwords and security data, name of the organization that you are affiliated with, and any other data you provide voluntarily when expressing an interest in obtaining information about us or our products and services, when participating in activities on the Sites (such as posting messages in our online forums or entering competitions, contests or giveaways) or otherwise contacting us via electronic forms or in other ways (e-mail, phone, correspondence),
- name, surname, e-mail address, phone number, organization that you are affiliated with, professional experience, education, image, address, social media content (LinkedIn, Github other portfolio sites), and all additional data

- you provide us via sending us your CV or cover letter when filling in the form for the recruitment process or leaving documents for any future recruitments,
- name, surname, address, e-mail address, telephone number, bank account details, and personal identification numbers when you are a current customer, partner, or contractor of the Company.

The personal information we collect can include also the following:

Information automatically collected

***In Short:** Some information – such as IP address and/or browser and device characteristics – is collected automatically when you visit our Sites.*

We automatically collect certain information when you visit, use or navigate the Sites. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Sites and other technical information. This information is primarily needed to maintain the security and operation of our Sites, and for our internal analytics and reporting purposes.

Like many businesses, we also collect information through cookies and similar technologies according to our Cookie Policy.

Information collected from other sources

***In Short:** We may collect limited data from public databases, clients, contractors, partners, or co-workers and other outside sources.*

We may obtain information about you from other sources, such as public databases (e.g. publicly accessible registers and Internet platforms), joint marketing partners, as well as from other third parties such as our clients, contractors, partners, or co-workers. Examples of the information we receive from other sources include: social media profile information; marketing leads and search results and links, including paid listings (such as sponsored links), basic data to represent the entity in the contract (name, surname, position) or contact details (e-mail, telephone number).

Providing the personal data is voluntary, however, failure to do so may prevent you, depending on the specific case, use of selected functionalities within the Site, taking part in recruitment process or contacting us.

2. HOW DO WE USE YOUR INFORMATION?

***In Short:** We process your information for purposes based on legitimate business interests, or the fulfillment of our contract with you, or compliance with our legal obligations, or your consent.*

We use personal information collected via our Sites for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests or vital interests ("Business Purposes" or "Vital Interests") based on article 6 sec. 1 f) of GDPR, in order to enter into or perform a contract with you ("Contractual") based on article 6 sec. 1 b) of GDPR, with your consent ("Consent") based on article 6 sec. 1 a) of GDPR, and/or for compliance with our legal obligations ("Legal Reasons") based on article 6 sec. 1 c) of GDPR. We indicate the specific processing grounds we rely on next to each purpose listed below.

We use the information we collect or receive mainly:

To send you marketing and promotional communications. We and/or our third party marketing partners may use the personal information you send to us based on your Consent for our marketing purposes, if this is in accordance with your marketing preferences or arrangements regarding public references. You can opt-out of our marketing emails at any time (see the "WHAT ARE YOUR PRIVACY RIGHTS" below).

Fulfill and manage your orders. We may use your information to fulfill and manage your requests or orders, made through the Sites.

Request Feedback. We may use your information to request feedback and to contact you about your use of our Sites as part of our Business Purposes.

For other Business Purposes. We may use your information for other Business Purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Sites, products, services, marketing and your experience.

3. WILL YOUR INFORMATION BE SHARED WITH ANYONE?

In Short: We only share information with others to comply with laws, to protect your rights, to proceed job applications or to fulfill business obligations.

It means, that we may disclose information to trusted third parties. However, any information that you voluntarily choose to include in a public area, such as public profile page, will be available to any visitor of our Sites or our services, who has access to that content. We may process or share data based on the following legal basis:

Consent: We may process your data if you have given us specific consent to use your personal information for a specific purpose including taking application documents into account in future or other recruitment processes, reviewing personal data provided in job application documents which are not required by law, or providing commercial or marketing information.

Legitimate Interests: We may process your data when it is reasonably necessary to achieve our legitimate business interests such as sending answers to all your questions and requests sent through the electronic forms and using contact addresses, maintain contact with business partners, including business customers and suppliers e.g. persons responsible for performing the contract, adapt and develop the functionalities of the Sites including its structure and content to your needs and those of other users, produce aggregated statistics, and maintain the security and quality of the Sites.

Performance of a Contract: Where we have entered into a contract with you, we may process your personal information to fulfill the terms of our contract and also to prepare an offer at your request to enter into a cooperation with us.

Legal Reasons: We may process and disclose your information where we are legally required to do so in order to comply with applicable law including accounting, taxation and archival purposes governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements), as well as to contact you and carry out the

recruitment process in connection with your submission of application documents on the recruitment subpage as far as personal data are required by law.

Vital Interests: We may process and disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, law, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.

More specifically, we may need to process your data or share your personal information with:

Vendors, Consultants and Other Third-Party Service Providers. We may share your data with third party vendors, service providers, contractors or agents who perform services for us or on our behalf and require access to such information to do that work. Examples include: payment processing, data analysis, email delivery, hosting services, customer service, recruitment providers, accounting, tax or legal advisors, newsletter companies, archives, our contractors and co-workers, our affiliates, social media platform providers, banks, couriers and marketing companies. We may allow selected third parties to use tracking technology on the Sites, which will enable them to collect data about how you interact with the Sites over time. This information may be used to, among other things, analyze and track data, determine the popularity of certain content and better understand online activity. Unless described in this Policy, we do not share, sell, rent or trade any of your information with third parties for their promotional purposes.

Business Transfers. We may disclose your personal data to an acquirer, successor or assignee as part of any merger, acquisition, debt financing, sale of assets or similar transaction, as well as in the event of insolvency or bankruptcy. However, such transfer will be made only if the recipient's of your personal data privacy policy is coherent and substantially consistent with our Privacy Policy.

Other Users. When you share personal information or otherwise interact with public areas of the Sites, such personal information may be viewed by all users and may be publicly distributed outside the Sites in perpetuity. Similarly, other users will be able to view descriptions of your activity, communicate with you within our Sites, and view your profile.

At times we may provide third parties with certain personal data in order to improve and optimize our services and enhance your browser webcasting process. That includes the delivery of products and services at your request. However, any time we do this, we require those third parties to comply with

relevant laws related to data processing. None of your personal data will be sold or shared with third parties for their marketing purposes without legitimate, legal aim and compliance with applicable laws.

We share and disclose your information with the following parties. We have categorized each party so that you may easily understand the purpose of our data collection and processing practices. If we processed your data based on your consent and you wish to revoke such consent, please contact us.

- **Advertising, Direct Marketing, Lead Generation** Facebook Audience Network, Sendgrid, Woodpecker
- **Allow Us to contact Users and offering our Services through our Site**
Pipedrive
- **Allow Users to Connect to their Third-Party Accounts**
Disqus
- **Retargeting Platforms**
Google Ads Remarketing, Google Analytics Remarketing, Facebook Custom Audience and Facebook Remarketing, LinkedIn retargeting, Twitter Ads retargeting
- **Social Media Sharing and Advertising**
Facebook, LinkedIn, Twitter, Instagram, Youtube
- **User Commenting and Forums**
Medium, Reddit
- **Web and Mobile Analytics**
Google Analytics, Metabusiness Suite, LinkedIn analytics, Twitter analytics
- **Website Performance Monitoring**
Sentry, Hotjar, Google Analytics, OVH, Ahrefs
- **Website Testing**
Google Website Optimizer
- **Data Backup & Security** Amazon S3
- **Offering our Services, Recruitment**

Clickmeeting, Nessie, Recruitee, Pipedrive

- **Devices & Technological Support** Apple

Personal data may be transferred outside the European Economic Area (“**EEA**”) to a third party country, to entities fulfilling a required protection level based on the European Commission (“**EC**”) requirements. If there is any transfer of data from EEA to other countries, we will comply with the law regulations that ensure an adequate level of security to that of the EU regulations. If personal data is transferred to a third country that does not comply with EC requirements, any processing will be based on up-to-date standard contractual clauses approved by the European Commission. Information and copy of safeguards including such standard contractual clauses may be provided at our registered office.

4. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?

***In Short:** We may use cookies and other tracking technologies to collect and store your information.*

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Policy.

5. HOW LONG DO WE KEEP YOUR INFORMATION?

***In Short:** We keep your information for as long as necessary to fulfill the purposes outlined in this privacy policy unless otherwise required by law.*

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy policy, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements or investigate claims or defending rights).

Personal data processed for the purposes of newsletters and other subscriptions will be processed until the consent is withdrawn. Personal data of contractors, partners, or clients will be processed for the duration of the agreement, and after this period for the time necessary to comply with the law and to establish, investigate or defend against any claims. Personal data collected for the purposes of recruitment will be processed for the whole duration of the recruitment process but no longer than 14 days afterwards, and in the event that a given candidate agrees to the processing of data for the purposes of future

recruitment, they will be stored until such consent is withdrawn, but no longer than for 24 months. Personal data processed in order to fulfill our legal obligations will be processed for the period resulting from the relevant legal provisions. In case of data processing on the basis of our legitimate interest, the data shall be processed for the period enabling its realization or until an effective objection to the data processing is raised.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize it, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

6. HOW DO WE KEEP YOUR INFORMATION SAFE?

In Short: We aim to protect your personal information through a system of organisational and technical security measures.

We have implemented appropriate technical and organisational security measures designed to protect the security of any personal information we process. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal information, transmission of personal information to and from our Sites is at your own risk. You should only access the services within a secure environment.

7. DO WE COLLECT INFORMATION FROM MINORS?

In Short: We do not knowingly collect data from or market to children under 18 years of age.

We do not knowingly solicit data from or market to children under 18 years of age. By using the Sites, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Sites. If we learn that personal information from users less than 18 years of age has been collected, we will take reasonable measures to promptly delete such data from our records. If you become aware of any data we have collected from children under age 18, please contact us at dpo@appunite.com.

8. WHAT ARE YOUR PRIVACY RIGHTS?

In Short: In some regions, such as the EU, you have rights that allow you greater access to and control over your personal information.

In some regions (like the EU), you have certain rights under applicable data protection laws. These may include the right (i) to request access and obtain a copy of your personal information, (ii) to request rectification or erasure of personal data; (iii) to restrict the processing of your personal information; and (iv) if applicable, to data portability. In certain circumstances, you may also have the right to object to the processing of your personal information. To make such a request, please use the contact details provided below. We will consider and act upon any request in accordance with applicable data protection laws.

If we are relying on your consent to process your personal information, you have the right to withdraw your consent at any time. Please note however that this will not affect the lawfulness of the processing before its withdrawal.

If you are resident in the EU and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here:
https://edpb.europa.eu/about-edpb/about-edpb/members_en

Cookies and similar technologies: Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Sites. To opt-out of interest-based advertising by advertisers on our Sites visit <http://www.aboutads.info/choices/>.

9. CONTROLS FOR DO-NOT-TRACK FEATURES

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track (“DNT”) feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. No uniform technology standard for recognizing and implementing DNT signals has been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this Privacy Policy.

10. THIRD-PARTY SERVICES

***In short:** We are not responsible for the processing of the data that you provided directly to the third-party.*

On the Site you may find features, social plugins or links to websites or services provided by third parties (such as Clutch, Facebook, Instagram, Youtube, Twitter, LinkedIn, Github, Medium, Financial Times). We would like you to know that any information that you provide on that websites or services is provided directly to the third-party and is subject to its privacy policies. It means that we are not responsible for the content or privacy and security practices of third-party services to which links or access you are provided by our Site. However, we guarantee you that any transfer of your personal data by us to the third party is based on a valid contractual agreement which ensures an adequate protection of your personal data on the same basis as in this privacy policy. For more details and information, please learn about third parties' privacy policies.

If you do not want the providers of social networks or other platforms to receive data and possibly save or use them, you should not use the respective plugins or links on our Site.

11. THIRD-PARTY COOKIES

***In short:** We may allow third-parties to collect information about your use of our Site, based on a separate agreement.*

We may allow third parties with which we have a separate agreement to use cookies and other technologies to collect information about your use of the Sites. These third parties may include business partners, which collect information when you view or interact with one of their advertisements and advertising networks, which collect information about your interests when you view or interact with one of their advertisements.

The business partners and advertising networks that serve interest-based advertisements on the services have limited access to a small amount of information about you, which is necessary to serve you advertisements that are tailored to your apparent interests. It is possible that they may reuse this small amount of information on other sites or services.

For more details please see our Cookie Policy and third parties' privacy policies.

12. DO WE MAKE UPDATES TO THIS POLICY?

In Short: Yes, we will update this policy as necessary to stay compliant with relevant laws.

We may update this privacy policy from time to time. The updated version will be indicated by an updated “Revised” date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy policy, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy policy frequently to be informed of how we are protecting your information.

13. HOW CAN YOU CONTACT US ABOUT THIS POLICY?

If you have questions or comments about this policy, you may contact our Data Protection Officer (DPO), Karol Wojtaszek, by email at dpo@appunite.com, or by post to:

AppUnite Spółka Akcyjna
Karol Wojtaszek
Droga Dębińska 3a/3
Poznan, Greater Poland Voivodeship 61-555
Poland

We would like to inform you that the controller of your personal data is: AppUnite Spółka Akcyjna with its registered office in Poznań (61-555) Droga Dębińska 3A /3 entered in the register of entrepreneurs of the National Court Register kept by the District Court Poznań - Nowe Miasto and Wilda in Poznań, VIII Economic Department of the National Court Register, under KRS number: 0000964739, NIP 7831812112, REGON 385381222, share capital PLN 1,000,000.00 paid in full, e-mail: people@appunite.com (hereinafter: "**Controller**")

The Controller processes your personal data to:

1. carry out the recruitment process, within the scope of data indicated in the provisions of the Polish Labour Code to fulfil the Controller's legal obligation (Article 6(1)(c) GDPR), and with regard to other data on the basis of your consent (Article 6(1)(a) GDPR) for the time necessary to carry out the recruitment process,
2. carry out future recruitment processes, on the basis of your consent (Article 6(1)(a) GDPR) until you withdraw it, but for no longer than the period 2 years from the date of your consent,
3. take action to conclude a cooperation agreement at your request (Article 6(1)(b) GDPR),
4. assert and defend against potential claims by the Controller (Article 6(1)(f) GDPR) for the limitation period for claims under the applicable legislation.

In connection with the processing of your personal data for the purposes indicated above, your data may be shared with entities providing accounting, human resources, recruitment, auditing or legal services, clients and contractors of the Controller, service providers, including IT services and tools, entities providing courier and postal services, Controller's affiliates.

Your data may be transferred to third countries outside the EEA. The Controller will apply appropriate measures such as, for example, standard contractual clauses approved by the European Commission or ensure that the transfer will take place to a country that has been recognised by the European Commission as providing an adequate level of protection for personal data. Information regarding data transfers to third countries and a copy of the appropriate safeguards can be obtained from the Controller's office.

You have the right to request access to your personal data, the right to request rectification (amendment), erasure or restriction of processing, as well as the right to portability of your personal data and to object to the processing of your data. You also have the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Office for the Protection of Personal Data.

If your personal data is processed on the basis of your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of your consent prior to its withdrawal.

Decisions regarding the personal data we obtain will not be made by automated means. Your data will not be subject to profiling.

Your personal data, to the extent specified in the regulations, are processed on the basis of legal provisions and their provision is voluntary, but necessary to participate in the recruitment process. Other personal data are processed by the Controller on the basis of your voluntary consent and their provision does not affect your ability to participate in the recruitment process (e.g. image in your CV).