

Terms and Conditions of the IT Candidate Referral Program

§ 1 Preliminary Provisions

1. The IT Candidate Referral Program (the "**Program**") is conducted on the basis of these Terms and Conditions (the "**T&C**").
2. The purpose of the Program is to enable its participants - the referral persons - to refer an IT candidate for one of the positions in currently open recruitments conducted by ITDS Poland sp. z o.o. with its registered office in Warsaw (the "**Referral**") in exchange for a cash bonus paid after the expiration of the referred candidate's employment periods indicated in the T&C.
3. The Program is organized and carried out by ITDS Poland sp. z o.o. with its registered office in Warsaw, 59 Złota St., 00-120 Warsaw, registered in the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, XII Economic Department of the National Court Register, under KRS number: 0000586898, NIP: 7010520905, REGON: 363016333 (the "**ITDS**").
4. Information about the Program, together with these T&Cs, is available at <https://itds.pl/recommendation/> (the "**Site**").
5. The Program shall last until the date of its cancellation, announced on the Site.
6. The Program constitutes a public promise, and ITDS is a promisor within the meaning of Article 919 § 1 of the Civil Code of 23.04.1964 (the "**Civil Code**").

§ 2 Program's Participants

1. Only adults with full legal capacity may participate in the Program.
2. The Program is open to both employees and co-workers of ITDS, as well as persons not associated with ITDS.
3. In order to participate in the Program, you must:
 - a) fill out the form available on the Site (the "**Form**"), providing the required data of the referring person (the "**Referring Person**") and the referred person (the "**IT Candidate**");
 - b) indicate one of the positions available on <https://itds.pl/it-jobs/> (the "**Position**"), current as of the date of the Referral;
 - c) upload the IT Candidate's resume compulsorily include the following statement:

"I consent to the processing of my personal data by ITDS Poland sp. z o.o. for the purpose of the recruitment process within the IT Candidate Referral Program."

The resume may also contain an optional consent to process data for future proceedings:

"I agree to the processing of my personal data by ITDS Poland sp. z o.o. for the purpose of future recruitment processes within the IT Candidate Referral Program".
 - d) inform the IT Candidate that ITDS will process his/her data for recruitment purposes, in accordance with the ITDS's Privacy Policy available at <https://itds.pl/privacy-policy/>
 - e) read the information on the processing of personal data included in these T&C.
4. Only a person who is eligible to participate in the Program in accordance with § 2(1) of the T&C and who has made an application to the Program in accordance with § 2(3) of the T&C is a Referring Person and is entitled to claim the cash bonus.
5. If the Referral is incorrect, e.g. due to the absence of the statement referred to in § 2(3)(c) of the T&C, ITDS will call the Referring Person to make a new Referral.

6. The Referring Person will be informed by ITDS by email about the submission of a correct Referral.
7. In the event that one IT Candidate is referred by more than one person, the Referring Person will be the person who made the correct Referral first.
8. A Referral cannot apply to an IT Candidate who, at the time the Referral is made, is taking part in the recruitment for the Position or has been invited to do so by ITDS.
9. The Referring Person may Refer any number of IT Candidates.
10. Participation in the Program is voluntary and free of charge.
11. In any case of violation of the T&C by the Referring Person, ITDS shall be entitled to exclude him/her from participation in the Program.
12. Before participating in the Program, the Referring Person should familiarize himself/herself with the content of this T&C. Enrolment in the Program implies that the Referral Person has read the T&C and accepts their provisions.

§ 3 Cash bonus

1. The Referring Person shall be entitled to receive a cash bonus of PLN 6,000 (the "**Bonus**") in a situation where the Referred IT Candidate is employed by ITDS for 6 (six) full calendar months ("**Employment**") and the Referring Person satisfies the other requirements indicated in the T&C. Employment means the performance of work for ITDS under an employment contract or civil law contract, as well as the provision of services in the case of Candidates with a sole proprietorship.
2. The Referral is valid for 6 (six) months, which means that if the IT Candidate is not recruited within 6 (six) months from the date of submission of a valid Referral, the Referring Person loses the right to the Bonus, unless the recruitment process for the Position has not been completed before the expiry of this period. After the expiry of this period, the Referring Person is entitled to recommend the IT Candidate in question again.
3. The Bonus will be paid in two tranches:
 - a) first tranche after 4 (four) full calendar months of Employment;
 - b) second tranche after 2 (two) subsequent full calendar months of Employment.
4. In case the Employment terminates before the 4th (fourth) calendar month, the Referrer shall not be entitled to receive the Bonus, regardless of the reason for the termination of the Employment.
5. In case the Referring Person terminates the Employment in the 5th (fifth) or 6th (sixth) month of the Employment, the Referring Person shall lose the right to the Bonus to the remaining extent, retaining the right to the Bonus already paid, regardless of the reason for termination of the Employment.
6. The Bonus is paid on the basis of a form provided by ITDS, duly completed and signed by the Referring Person, necessary for the completion and submission of tax documentation by ITDS (PIT-11) and payment of the Bonus to the Referring Person. ITDS will inform the Referring Person each time of other required documents necessary to receive the Bonus and the deadlines for their submission.
7. ITDS will send information about the Bonus payment to the Referring Person and the tax office in accordance with the applicable regulations.
8. In the case of Referral Persons whose employment or cooperation contract with ITDS includes the activities of Recommendation, the Bonus shall be settled and paid under this contract, and the preceding paragraph shall not apply.
9. If the Referring Person fails to comply with the aforementioned obligations within the deadlines indicated by ITDS, including in particular due to:

- a) inability to contact the Referring Person;
- b) sending an incorrect VAT invoice despite a prior request from ITDS to send a correct one and the expiration of an additional period without success;
- c) avoiding the conclusion of the necessary agreement;

ITDS may terminate the Referring Person's right to receive the Bonus.

- 10. The Referring Person may not transfer the claim to the Bonus to another person.

§ 4 Personal Data

1. The data controller of Referring Persons' personal data is ITDS (the **"Controller"**).
2. The personal data will be processed in the following purposes:
 - a) organise and execute the Program, including receiving of the Referrals and verify the entitlement to receive the Bonus in accordance with the T&C;
 - b) payment of the Bonus;
 - c) perform legal obligations, in particular those resulting from Tax Law;
 - d) assess complaints, remarks and reservations of the Referring Persons.
3. The legal basis of the processing is:
 - a) Controller's legitimate interest, which constitutes of organising and executing of the Program, payment of the Bonus and assessment of the complaints and related Referring Persons' claims
 - b) to comply with legal obligations under tax legislation.
4. In order to fulfil the purposes for which ITDS processes data, ITDS may transfer data:
 - a) entities entitled to receive them under the law;
 - b) entities that process personal data on behalf of ITDS, i.e. companies that provide certain services, the performance of which involves the processing of personal data. e.g. entities operating our IT systems or providing us with ICT tools, entities providing consulting services to us, etc. (so-called "processors");
 - c) entities in the capital group of which ITDS is a part.
5. If necessary for the purposes referred to above, data may be transferred outside the European Economic Area. In any case of transfer of your data outside the EEA, we will ensure the highest level of security.
6. Referring Persons' personal data will be kept for the period necessary for the purposes of processing.
7. Provision of personal data is voluntary, but is a prerequisite for participation in the Program.
8. The data subject may exercise the following rights:
 - a) the right to request access to his/her personal data and to obtain information about its processing, and if it is incorrect, he/she has the right to request its rectification (pursuant to Articles 15 and 16 of the GDPR),
 - b) the right to request the restriction of data processing in the situations and on the terms indicated in Article 18 of the GDPR;
 - c) the right to request erasure of data in accordance with Article 17 of the GDPR;

- d) the right to object at any time to the processing of personal data in accordance with Article 21(1) of the GDPR.
- 9. In any case in which the Referring Person considers that the processing of personal data by ITDS violates the provisions of the GDPR, the Referring Person also has the right to file a complaint with the President of the Office for Personal Data Protection.
- 10. In order to exercise the above rights, ITDS may be contacted by correspondence or by email at: info@ITDS.pl or privacy@itds.pl
- 11. For more information regarding data processing, please refer to the Privacy Policy available at <https://itds.pl/privacy-policy/>

§ 5 Final Provisions

- 1. ITDS reserves the right to change the T&C without stating reasons, as long as this will not worsen the conditions of participation in the Program. The change of the T&C will take place after prior notification of the planned change by posting an announcement on the Site along with the content of the new T&C. Failure to submit an objection by the Referring Person within 7 days from the placement of the relevant information about the change of the T&C on Page means that the Referring Person accepts the new content of the T&C.
- 2. Any comments and complaints about the Program may be submitted by the Referring Person by letter or email to info@ITDS.pl. ITDS will respond to all substantive comments and complaints within 30 days of receipt.
- 3. The provisions of this T&C shall be governed by Polish law.