

Data Privacy Statement of SNI

SNI sp z o.o., with registered address Spokojna 5, 01-044 Warsaw Poland,
NIP:PL5252628775 REGON: 362464704 is serving as a trusted SAP Outsourcing/
Recruitment partner in line with the needs of World's most prestigious firms and carried out
successful projects worldwide.

SNI sp. z o.o. is committed to respecting your privacy.

This statement sets out the basis on how and when your personal data will be processed by us according to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (referred to as "GDPR" or "General Regulation on Data Protection").

Basic information related to Data Privacy

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc. Sensitive personal data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law.

For the purpose of the General Data Protection Regulations (GDPR) the data controller is: **SNI sp. z o.o.**

How data is stored and secured?

Your data will be stored in an electronic database system in Poland,EU and accessed only by SNI employees. Data is stored on our secure servers which are scanned and updated daily. We have put in place relevant security measures and policies to prevent your personal information from accidental loss, use or access in an unauthorised way. In addition, procedures and policies in place to deal with any suspected data security breach and will notify where we are legally required to do so.

How your data is collected?

- When you send us your CV
- Through social media accounts you log into (LinkedIn,XING etc..)
- If you contact us directly
- If you are recommended to contact by another 3rd party (eg. candidate referral)

What data is stored?

- Name,Surname and contact details such as phone number(s) and e-mail address(es)
- Your resume / CV, educational and/or professional qualifications(SAP)

SNI does not collect or process any sensitive data defined above.

How data is used or processed?

SNI is acting as an SAP recruitment and outsourcing company globally and will take reasonable and legal steps to ensure compliance with our obligations in that capacity

Our basis for “processing” your data will either be with your consent or in accordance with our internal policy and legal obligations. In other words, we will always ask you for your consent prior to processing and sharing your personal data with our clients.

Transferring information about you outside of the EU: Your personal information would only be submitted to a 3rd party outside of the EU, again with your explicit prior consent.

SNI guarantees that your data is not used for marketing purposes nor distributed to any other 3rd party organization for any purposes without your consent.

Why do we contact you?

To provide you with the services you expect us to, like finding you suitable or interesting jobs/ assignments to apply for.

An automated emailing system is not used to spam you. Our Recruitment Team is emailing or contacting you personally (email, telephone or via social media)

How long do we keep your data?

SNI keeps such data according to local laws. If you do not withdraw your consent then we will store your data for a period of 3 years from last contact.

If you have a contract for an assignment, then SNI will process your data up to 6 years after last invoice or contract termination.

Your rights

You have the right to;

- request that we restrict the processing of your personal data.
- request that your personal data is deleted.
- request a copy of the personal data that we keep about you.
- contact us if you are concerned that any of the information we hold on you is incorrect, to have that data corrected.

You may make such a request at any time and SNI will do without delay. It will be processed as soon as you make a request in writing to data.opt@sniconsulting.net.

If you do not want to receive latest SAP openings and would like to remove your email address permanently from future mailings, please opt-out through <http://www.snisourcing.net/consent.php>

Please bear in mind, once your data is removed – SNI might not be of service to you anymore once this data about you has been deleted. If you want to be remembered again, you will need to contact us again with your data and consent.