

Privacy Policy for Symmetrical employees and contractors

Symmetrical Labs is an innovative financial intermediary that offers, among others a real time bidding platform for financial products. We registered loan intermediary in the Polish Financial Supervision Authority.

The Privacy Policy for Symmetrical employees and contractors describes what data of our employees (including job candidates) and contractors (ie people who execute orders or provide services / delivering goods to Symmetrical), on what basis, for what purpose and how we process. In addition, the Policy contains information about the rights of people whose data is processed.

1. Who is a data administrator?

The data controller is:

SYMMETRICAL LABS SP. Z OO, with its registered office in Warsaw at ul. Rozbrat 6/18, 00-451 Warsaw
KRS 0000747407, NIP 7010850471

The controller's contact details are:

SYMMETRICAL LABS SP. Z OO

ul. Rozbrat 6/18

00-451 Warsaw

e-mail: gdpr@symmetrical.ai

The controller has appointed the Personal Data Protection Inspector available at:

Bartosz Kapuściński

e-mail: gdpr@symmetrical.ai

An controller is an entity that has the right to process personal data and who decides about the purpose and methods of data processing - for example, an entity with whom we conclude a contract.

Inspector is a function performed by an employee or an associate of the controller, the Inspector's task is to supervise the correctness of processing personal data. The inspector also deals with training, advising and explaining issues related to the protection of personal data.

2. What personal data will be collected by Symmetrical?

In the course of recruitment and the process of negotiation or performance of contracts, we collect data:

- Surname, first name (names)
- Phone numbers
- E-mail addresses
- Residential address, mailing address or business address / registered office address
- PESEL number, NIP or REGON number (possibly equivalents of these numbers used in other countries)
- Bank account number
- Employment history and professional experience
- Education (eg information about completed schools, courses and obtained professional qualifications)
- Criminal records

Symmetrical Labs Sp. z o. o.

ul. Rozbrat 6/18
00-451 Warszawa
symmetrical.ai

REGON 381213120
NIP 7010850471
KRS 0000747407

- Picture

3. Where does Symmetrical get personal data from?

- Directly from the data subject
- Indirectly from entities that are Symmetrical contractors (eg in the case of given natural person representing a given entity)

4. In what purpose Symmetrical processes the data?

- Activities aimed at concluding a contract and performance of a contract - this purpose of processing does not require consent
- Performance of obligations resulting from legal regulations (in particular, regulations regarding taxes, social insurance and accounting) - this purpose of processing does not require consent
- Administrative activities within a capital group (in connection with the recruitment, employment and performance of company agreements in the Symmetrical capital group perform various activities and their implementation requires the transfer of personal data) - this purpose of processing does not require consent
- Promotion, marketing - from employees and regular contractors we will receive a consent allowing use of the image, e.g. by publishing on a website

5. Profiling

In the case of data concerning employees and contractors, we do not use profiling.

6. Who will have access to personal data?

- Symmetrical employees, collaborators and subcontractors - under the authorization or relevant contract, such access does not require the consent of the data subject
- Entities authorized under the law (eg tax office) - such access does not require the consent of the data subject

7. Does Symmetrical communicate outside of the EEA?

Personal data processed by Symmetrical will not be transferred outside the European Economic Area.

8. What rights do you have for personal data?

Data subjects have the following rights:

- to access their personal data and know the origin of the data, the purpose of processing, as well as information about the data controller, processing entities (subcontractors and the entities to which they can be disclosed)
- withdraw your consent at any time, if personal data are processed on the basis of consent, but the withdrawal of consent does not affect the correctness of processing before its cancellation
- updating or correcting your personal data
- deletion of your personal data if there is no basis for further processing
- limitations of the processing of their personal data in a situation when the law allows it (eg. in the course of handling complaints)

Symmetrical Labs Sp. z o. o.

ul. Rozbrat 6/18
00-451 Warszawa
symmetrical.ai

REGON 381213120
NIP 7010850471
KRS 0000747407

- obtain your personal data in an electronic format for your own needs or another controller
- file a complaint or complaint with the appropriate data protection authority

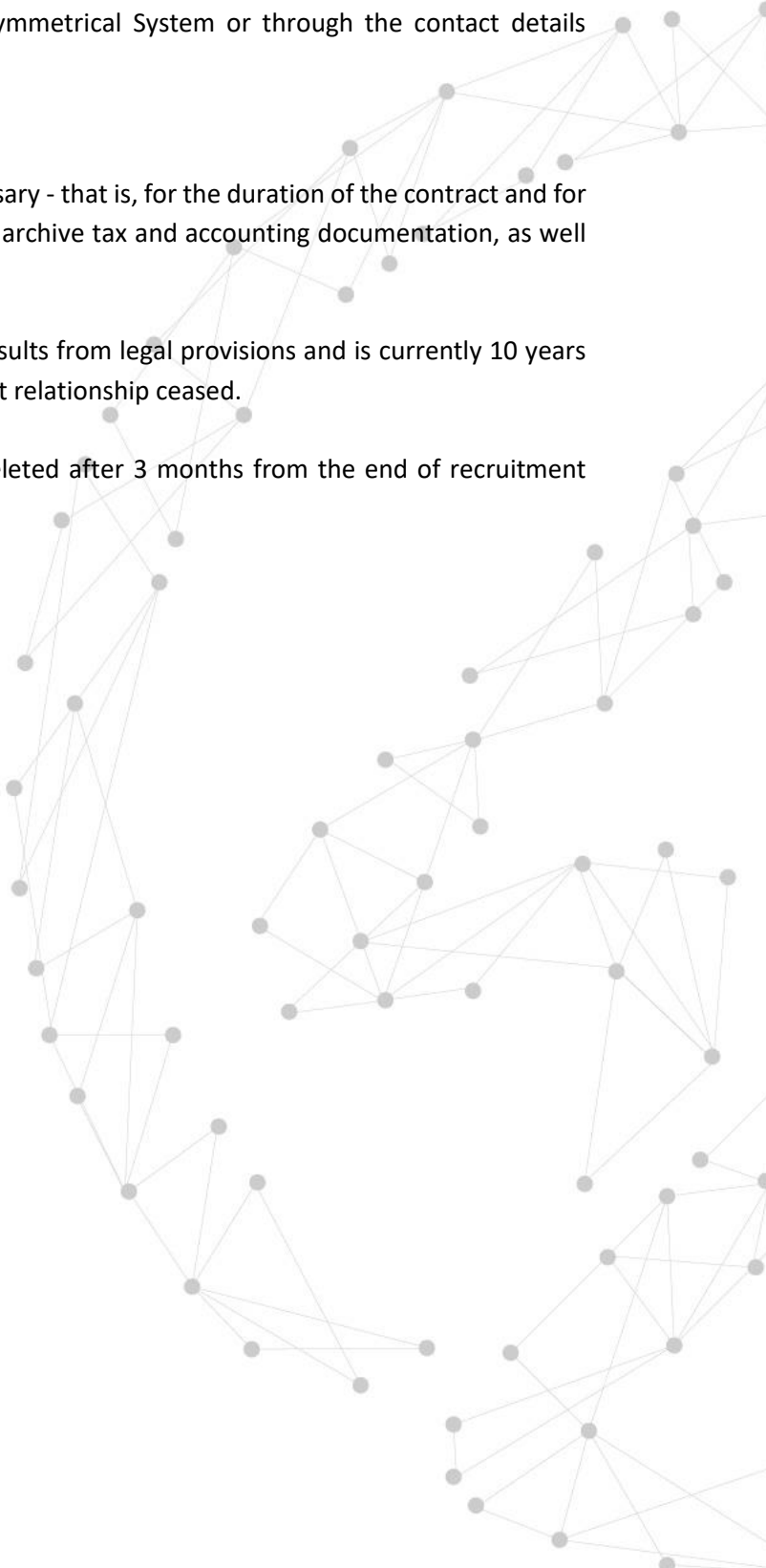
The above rights may be exercised using the Symmetrical System or through the contact details indicated in this Privacy Policy.

9. The period of data storage

We will not store personal data longer than necessary - that is, for the duration of the contract and for six years after its completion (due to the need to archive tax and accounting documentation, as well as the period of limitation of claims).

In the case of employees, the retention period results from legal provisions and is currently 10 years from the end of the year in which the employment relationship ceased.

In the case of job candidates the data will be deleted after 3 months from the end of recruitment process.



Symmetrical Labs Sp. z o. o.

ul. Rozbrat 6/18
00-451 Warszawa
symmetrical.ai

REGON 381213120
NIP 7010850471
KRS 0000747407