

# RECRUITMENT PRIVACY NOTICE FOR VIACOM ENTITIES IN THE TERRITORY OF THE REPUBLIC OF POLAND

## INTRODUCTION

### SCOPE OF PRIVACY NOTICE

1. Like most businesses, we hold and process a wide range of information, some of which relates to individuals who are applying to work for us. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

The notice focuses on individuals who are applying to work for us and the data we process as part of that process. We have a separate Workplace Privacy Notice that applies to our current and former employees. For the avoidance of doubt however, nothing in this notice is intended to create an employment relationship between Viacom and any non-employee.

This Privacy Notice is set out in this document (the Core Notice) and the Supplementary Information in the Annex 1 to this document. We have also provided local information, which makes clear any differences in your particular jurisdiction. This can be found in Annex 2. Please note also that Viacom will also comply with all applicable local laws (including but not limited to any GDPR implementing legislation which has yet to be created) in relation to processing your personal data and if anything in this privacy notice conflicts with such local laws, those local laws will take precedence.

In the Supplementary Information, we explain what we mean by “personal data”, “processing”, “sensitive personal data” and other terms used in the notice.

2. In brief, this notice explains:
  - what personal data we hold and why we process it;
  - the legal grounds which allow us to process your personal data;
  - where the data comes from, who gets to see it and how long we keep it;
  - how to access your personal data and other rights;
  - how to contact us.

### PERSONAL DATA – WHAT WE HOLD AND WHY WE PROCESS IT

3. We process data for the purposes of our business including recruitment, management, administrative, employment and legal purposes but this notice primarily deals with our data processing to assess any applicant’s suitability for any position for which they may apply at any Viacom entity including whether such application has been received by us online, via email or by hard copy or in person application. The Supplementary Information provides more specific information on these purposes, on the type of data that may be processed and on the grounds on which we process data. See *Legal grounds for processing personal data* and *Further information on the data we process and our purposes*.

### WHERE THE DATA COMES FROM AND WHO GETS TO SEE IT

4. Some of the personal data that we process about you comes from you. For example, you tell us your contact details and work history. If you are joining us, you may provide your banking details.

Other personal data may come from third parties such as recruiters acting on your behalf or from your references.

Your personal data will be seen internally by managers, HR and, in some circumstances (if you join us) colleagues. We will where necessary and as set out in this privacy notice also pass your data outside the organisation, for example to people you are dealing with and payroll agencies.

Further information on this is provided in the Supplementary Information. See *Where the data comes from* and *Who gets to see your data?*

#### **HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

5. We will not keep your personal data for longer than is necessary for our purposes. In general, if you become employed by us we will keep your personal data for the duration of your employment and for a period afterwards. If you are unsuccessful in gaining employment with us, we will likely keep your personal data for a short period after informing you that you were unsuccessful.

See *Retaining your personal data – more information* in the Supplementary Information.

#### **TRANSFERS OF PERSONAL DATA OUTSIDE THE EEA**

6. Due to the international nature of Viacom's business, we will where necessary and as set out in this privacy notice transfer your personal data outside the EEA to members of our group and processors in the US or, on rarer occasions, other jurisdictions in which we are established.

Further information on these transfers and the measures taken to safeguard your data are set out in the Supplementary Information under *Transfers of personal data outside the EEA – more information*.

#### **YOUR DATA RIGHTS**

7. You have a right to make a subject access request to receive information about the data that we process about you. As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted and to be given the data in machine readable format for transmitting to another data controller. Further information on this and on other rights is in the Supplementary Information under *Access to your personal data and other rights*. We also explain how to make a complaint about our processing of your data.

#### **CONTACT DETAILS**

8. In processing your personal data, we act as a data controller. Our contact details are set out in Annex 2.

Please note that generally the data controller of your personal data will be your employing/engaging entity (or the employing/engaging entity that you apply to work for) but also entities within the Viacom Group with which we share data for business administration purposes.

#### **STATUS OF THIS NOTICE**

9. This notice does not form part of any contract of employment you might enter into and does not create contractual rights or obligations. It may be amended by us at any time and if so we will issue a revised notice and/or take other steps to notify you of the changes in accordance with applicable laws. Nothing in this notice is intended to create an employment relationship between Viacom and any non-employee.

## Annex 1: Supplementary information

### WHAT DO WE MEAN BY “PERSONAL DATA” AND “PROCESSING”?

1. “Personal data” is information relating to you (or from which you may be identified) which is processed by automatic means or which is (or is intended to be) part of a structured manual filing system. It includes not only facts about you, such as your name, identification number, location data, online identifier or to one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity, but also intentions and opinions about you. Personal data can be online and on hard copy documents and in media such as images, CCTV or voice recordings as well.

Data “processed automatically” includes information held on, or relating to use of, a computer, laptop, mobile phone or similar device. It covers data derived from equipment such as access passes within a building, data on use of vehicles and sound and image data such as CCTV or photographs.

“Processing” means doing anything with the data. For example, it includes collecting it, holding it, disclosing it and deleting it.

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be “sensitive personal data”.

References in the Privacy Notice to employment, work (and similar expressions) include any arrangement we may have under which an individual provides us with work or services, or applies for such work or services. By way of example, when we mention an “employment contract”, that includes a contract under which you provide us with services; when we refer to ending your potential employment, that includes terminating a contract for services. We use the word “you” to refer to anyone within the scope of the notice.

### LEGAL GROUNDS FOR PROCESSING PERSONAL DATA

#### WHAT ARE THE GROUNDS FOR PROCESSING?

2. Under data protection law, there are various grounds on which we can rely when processing your personal data. In some contexts more than one ground applies. We have summarised these grounds as Contract, Legal obligation, Legitimate Interests and Consent and outline what those terms mean in the following table.

<i>Term</i>	<i>Ground for processing</i>	<i>Explanation</i>
Contract	Processing necessary for performance of a contract with you or to take steps at your request to enter a contract	This covers carrying out our contractual duties and exercising our contractual rights.
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations. For example, providing a safe place of work and avoiding unlawful discrimination.
Legitimate Interests	Processing necessary for our or a third party's legitimate interests	We or a third party have legitimate interests in carrying on, managing and administering our respective businesses effectively and properly and in connection with those interests processing your data.

		Your data will not be processed on this basis if our or a third party's interests are overridden by your own interests, rights and freedoms.
Consent	You have given specific consent to processing your data	In general processing of your data in connection with employment is not conditional on your consent. But there may be occasions where we do specific things such as provide a reference and rely on your consent to our doing so.

**PROCESSING SENSITIVE PERSONAL DATA**

3. If we process sensitive personal data about you (for example (but without limitation), storing your health records to assist us in ensuring that we provide you with a healthy and safe workplace or processing personal data relating to diversity monitoring), we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- Processing being necessary for the purposes of your or our obligations and rights in relation to employment in so far as it is authorised by law or collective agreement (“Performance of obligations and rights in relation to employment”);
- Processing relating to data about you that you have made public (e.g. if you tell any Viacom contact that you are ill);
- Processing being necessary for the purpose of establishing, making or defending legal claims;
- Processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity;
- Processing for equality and diversity purposes to the extent permitted by law; and
- Processing based on us having received your explicit consent (although please note as set out above that, in general, processing of your data in connection with employment is not conditional on your consent).

**FURTHER INFORMATION ON THE DATA WE PROCESS AND OUR PURPOSES**

4. The Core Notice outlines the purposes for which we process your personal data which in general is processing personal data in relation to any job application you make to a Viacom entity (or similar recruitment purposes, e.g. if we send you information about similar jobs in the future). More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone applying to work for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes and to the extent that this would be allowed under the applicable law.

If necessary and to the extent that this would be allowed under the applicable law we will also require criminal background checks for certain roles – for example those working in financial roles or with minors.

<i>Purpose</i>	<i>Examples of personal data that may be processed</i>	<i>Grounds for processing</i>
Recruitment	<p>Standard data related to your identity (e.g. your name, date of birth, contact details, professional experience, education, language skills, and any other personal data that you present us with as part of your application related to the fulfilment of the role.</p> <p>Information concerning your application and our assessment of it, your references, any checks we may make to verify information provided or background checks and any information connected with your right to work.</p> <p>If necessary, we will also process information concerning your health, any disability and in connection with any adjustments to working arrangements.</p>	<p>Legal obligation</p> <p>Consent</p> <p>Legitimate interest</p> <p>Consent</p> <p>Performance of obligations and rights in relation to employment</p>
Entering into a contract with you (if you are made an offer by us)	Information on your terms of employment from time to time including your hours and working patterns, your pay and benefits, such as your participation in pension arrangements, life and medical insurance; and any bonus or share schemes.	<p>Contract</p> <p>Legal obligation</p> <p>Legitimate interests</p>
Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin.	<p>Contract</p> <p>Legitimate interests</p>
Payroll administration	<p>Information on your bank account, pension contributions and on tax and social insurance</p> <p>Your social insurance number or other government issued identifier.</p>	<p>Contract</p> <p>Legal obligation</p> <p>Legitimate interests</p>
Financial planning and budgeting	Information such as your proposed salary and (if applicable) envisaged bonus levels.	Legitimate interests
Physical and system security	CCTV images upon attendance for interview (i.e. upon your attendance for interview or similar at any Viacom premises)	<p>Legal obligation</p> <p>Legitimate interests</p>
Providing information to third parties in connection with transactions that we contemplate or carry out	Information on any offer made to you and your proposed contract and other employment data that may be required by a party to a transaction such as a prospective purchaser, seller or outsourcer.	Legitimate interests

<i>Purpose</i>	<i>Examples of personal data that may be processed</i>	<i>Grounds for processing</i>
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymised diversity statistics with regulators if formally required / requested.	Performance of obligations and rights in relation to employment
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation

Please note that if you accept an offer from us the business will process further information as part of the employment relationship. We will provide you with our full Workplace Privacy Notice as part of the on-boarding process.

#### **WHERE THE DATA COMES FROM**

5. When you apply to work for us the initial data about you that we process is likely to come from you: for example, contact details, bank details and information on your immigration status and whether you can lawfully work. Where necessary and in accordance with this privacy notice, we will require references and information to carry out background checks including information on your credit or criminal history, if that is required for your job role. If you have concerns about this in a particular context, you should speak to your recruiter or our HR department.

Please note we may also receive data from third party recruiters, agents and similar organisations as a part of the recruitment process.

#### **WHO GETS TO SEE YOUR DATA?**

##### **INTERNAL USE**

6. Where necessary and in accordance with this privacy notice, your personal data will be disclosed to relevant managers, HR and administrators for the purposes of your application as mentioned in this document. We will also disclose this to other members of our group where necessary for decision making regarding your application – this will depend on the type of role you are applying for.

##### **EXTERNAL USE**

7. We will only disclose your personal data outside the group if disclosure is consistent with a ground for processing on which we rely and doing so is lawful and fair to you.

We will disclose your data if it is necessary for our legitimate interests as an organisation or the interests of a third party (but we will not do this if these interests are over-riden by your interests and rights in particular to privacy). We will also disclose your personal data if you consent, where we are required to do so by law and in connection with criminal or regulatory investigations.

8. Specific circumstances in which your personal data may be disclosed include:
  - Disclosure to organisations that process data on our behalf such as our payroll service, insurers and other benefit providers, our bank and organisations that host our IT

systems and data. This would normally occur if you accept an offer from us and would be carried out as part of the on-boarding process;

- To third party recruitment consultants (and or third party recruitment portals that we may use from time to time) and similar businesses as a part of the recruitment process;
- Disclosure of aggregated and anonymised diversity data to relevant regulators as part of a formal request (see above);
- To third parties for the purpose of assessing efficiency of mobile device usage (as detailed above) on an anonymised basis.

#### **RETAINING YOUR PERSONAL DATA – MORE INFORMATION**

9. In case you are successful in becoming employed by us, we will keep your personal data for the duration of your employment and for some period afterwards, according to the applicable laws and our Workplace Privacy Notice.

If you are unsuccessful in gaining employment with us, we will likely keep your personal data for a short period after informing you that you were unsuccessful, no longer than 3 months, unless you directly communicate to us that you are interested in our future recruitment processes, in such case your data will be kept up to 12 months..

In case we have reasonable grounds to assume that there may arise any claims in relation to your participation in the recruitment process, we can keep your data for the relevant limitation period determined by the applicable law, and in case such claims arise – we will keep data as long as the case is not resolved by courts or other competent authorities.

#### **TRANSFERS OF PERSONAL DATA OUTSIDE THE EEA – MORE INFORMATION**

10. In connection with our business and for employment, administrative, management and legal purposes, we may transfer your personal data outside the EEA to members of our group and data processors in the US and on occasion other jurisdictions in which we are established. Some of our systems are hosted in the US. We will ensure that any transfer is lawful and that there are appropriate security arrangements.

Although there is no decision by the European Commission that the US provides an adequate level of protection, Viacom Inc. and our US group companies are Privacy Shield certified. In some cases, we have also entered into agreements ensuring appropriate and suitable safeguards with processors outside the EEA. These are in standard terms approved by the Commission.

If you wish to see details of any of these safeguards or agreements, please contact us at [EmployeePrivacyRights@viacom.com](mailto:EmployeePrivacyRights@viacom.com).

#### **ACCESS TO YOUR PERSONAL DATA AND OTHER RIGHTS**

11. We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us.

You also have a legal right to make a “subject access request”. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- Giving you a description and copy of the personal data
- Telling you why we are processing it

If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity.

As well as your subject access right, you may have a legal right to have your personal data rectified or erased or to have its processing restricted. If you have provided us with data about yourself (for example your address or bank details), you have the right to be given the data in machine readable format for transmitting to another data controller. This only applies if the ground for processing is Consent or Contract.

As to the data processed on the basis of our legitimate interest, you have the right to object to processing, on grounds relating to your particular situation. However, we may still have the right to process this personal data in case we demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or in case we process this data for the establishment, exercise or defence of legal claims.

If we have relied on consent as a ground for processing, you may withdraw consent at any time – though if you do so that will not affect the lawfulness of what we have done before you withdraw consent.

## **COMPLAINTS**

12. You have the right to lodge a complaint regarding our processing of your personal data with your statutory regulator – President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych). You can find its contact details in the Annex 2.

However, we would like to encourage you to resolve your all potential questions, concerns and complaints relating to our processing of your personal data, raising these with HR or with the Viacom Data Protection Officer first. You may also send complaints or any other inquiries regarding your personal data to [EmployeePrivacyRights@viacom.com](mailto:EmployeePrivacyRights@viacom.com).

## **STATUS OF THIS NOTICE**

13. This notice does not form part of any ultimate contract of employment we may reach with you and does not create contractual rights or obligations. It may be amended by us at any time. Nothing in this notice is intended to create an employment relationship between Viacom and any non-employee.

## ANNEX 2

### POLAND

If you provide personal data as a part of a recruitment process in Poland for one of the following companies, the following additional information applies.

The statutory regulator is the Prezes Urzędu Ochrony Danych Osobowych (The President of the Personal Data Protection Office), Stawki 2, 00-193 Warsaw, Poland.

T (22) 531 03 00 F (22) 531 03 01 Helpline (48) 606-950-000 (in Polish, operates in weekdays from 10 AM to 1 PM)

The complaint to the President of the Personal Data Protection Office can be lodged, among others, in writing or by means of an online application form:

[https://ewnioski.biznes.gov.pl/suppliant/upage/general/unauth\\_step0.page?eservice=0000&type=procudura,wniosek&referer=external&institutionID=45](https://ewnioski.biznes.gov.pl/suppliant/upage/general/unauth_step0.page?eservice=0000&type=procudura,wniosek&referer=external&institutionID=45) (choose the form 'Skarga dotycząca naruszeń przepisów o ochronie danych osobowych' – 'Complaint regarding breach of data protection laws').

Please note that you are able to lodge a Complaint by means of the online application form only in case you own a Trusted Profile (Profil Zaufany) or a Qualified Electronic Signature (Podpis Kwalifikowany).

The Data Controllers are the entities listed below and each of their affiliates:	Address
VIMN Poland sp. z o.o.	ul. Mokotowska 19, 00-560 Warszawa
Paramount Poland sp. z o. o.	ul. Mokotowska 19, 00-560 Warszawa

Employer Contact	Company	E-mail address
Data Protection Officer	Viacom Inc.	EmployeePrivacyRights@viacom.com