

Dear User,

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 (referred to as the GDPR or the General Data Protection Regulation) became effective on 25 May 2018.

Therefore, we wish to inform you that your personal data are processed with regard to your use of our website.

1. WHO IS THE CONTROLLER OF YOUR PERSONAL DATA AND HOW CAN YOU CONTACT US?

Quad/Graphics Europe Sp. z o.o. with its registered seat in Wyszaków, 07-200 Wyszaków, ul. Pułtуска 120, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, 14th Commercial Division of the National Court Register under KRS No 0000029585, REGON (National Business Register Number): 570775337, NIP (Tax Identification Number): 7642085674, share capital: PLN 160,857,000.00 (hereinafter: **QGE**) is the controller of your personal data with regard to the use of our website.

If you have any questions concerning the processing of your personal data and your rights, please contact our employee in charge of personal data protection at: daneosobowe@quadgraphics.pl or by sending a letter via traditional post: Quad/Graphics Europe Sp. z o.o., ul. Pułtуска 120, 07-200 Wyszaków, with a note: "Re: personal data protection" [pol. „Dot. ochrony danych osobowych“].

2. WHAT PERSONAL DATA DO WE PROCESS, WHAT PURPOSES DO WE PROCESS THEM FOR AND WHAT ARE THE LEGAL GROUNDS FOR PROCESSING?

- we process the personal data you enter into the contact form, i.e. your first name, last name, company name, phone number, email address and country, to enable you to contact us via that contact form and allow us to answer your questions;
legal basis: your consent (Article 6(1)(a) of the GDPR).



- we process the User name and password that you set in order to enable you to set up and use an account in the Career tab, and to manage that account;
legal basis: your consent (Article 6(1)(a) of the GDPR).
 - we process the personal data you provide in your application in order to allow you to apply to s QGE job offer via our website;
legal basis: Article 22¹ of the Labour Code, which specifies the personal data that an employer may request from a job applicant; your consent (Article 6(1)(a) of the GDPR).
 - we process the email address you provide in order to send you our newsletter, i.e. for the purposes of marketing our own products and services; legal basis: your consent (Article 6(1)(a) of the GDPR).
 - saving data in cookies
legal basis: your consent (Article 6(1)(a) of the GDPR).
- we may also process the above-mentioned personal data in order to:
- perform actions at your request before the conclusion of a contract and in order to conclude and perform such a contract,
 - fulfil a legal obligation of QGE, e.g. to issue an invoice or a bill,
 - in order to develop statistics concerning the use of particular functionalities offered by our website and to ensure the IT security of that website, we process the personal data concerning your activity on our website such as the pages and subpages you visit, the amount of time you spend on each page and subpage, data concerning your search history, your IP address, location, your device ID and data concerning your browser and operating system;
 - for the purposes of defence against and assertion of claims, we may process some personal data provided by you, data about your use of our services, our website, other data required to prove or deny a claim, including the extent of damage;
 - to prove that we have complied with our obligations under the GDPR;
 - for tax and accounting purposes.

3. DO YOU HAVE TO PROVIDE YOUR PERSONAL DATA?

Within the scope in which your data is processed for the purposes of using the contact form, User account, receiving the newsletter or performing other QGE actions at your request, the provision of your data conditions the fulfilment of such purposes. The provision of your data is voluntary, but it is necessary for us to perform the actions listed above. In other respects, the provision of data is voluntary, it is neither a statutory nor a contractual requirement, and it does not constitute a condition for concluding the contract.



4. HOW CAN YOU WITHDRAW YOUR CONSENT?

You can mark all consent options, some of them, or none.

You can withdraw any consent granted to QGE with regard to the processing of personal data without suffering any consequences. To do so, use the option of withdrawing consent which is available on our website or send an email to: daneosobowe@quadgraphics.pl, or send a request letter by regular mail to: Quad/Graphics Europe Sp. z o.o., ul. Pułuska 120, 07-200 Wyszaków marked as follows: "Re: personal data protection" [pol. „Dot. ochrony danych osobowych“]. You can express the wish to withdraw your consent in any manner, but the message must reach us. The withdrawal of your consent does not affect the lawfulness of processing before the withdrawal, i.e. until your consent is withdrawn, it is legal for QGE to process your data.

5. WHO MAY RECEIVE YOUR PERSONAL DATA?

We transfer your personal data to the following categories of recipients:

- Companies that handle our website

We transfer your personal data to our parent company Quad Inc. and to the service providers whose services we use to run our website. They process your personal data only at our request. They provide us with the cloud hosting service, deliver systems for online sales and marketing, sending emails, analysing website traffic and the efficiency of marketing campaigns, and applying for jobs via our website.

Our providers are mostly domiciled in Poland and other countries of the European Economic Area (the EEA). Our parent company, Quad Inc., is domiciled outside of the EEA. As your data are transferred outside of the EEA, we have taken care to ensure that the recipients of your personal data guarantee a high level of personal data protection. Those guarantees result from, in particular, the application of binding corporate rules or standard contractual clauses adopted by the Commission (EU).

- State authorities

We make your data available at a request of authorised state authorities, in particular the organisational units of the public prosecutor's office, the Police, the President of the Personal Data Protection Office or the President of the Office of Electronic Communications.

6. FOR HOW LONG DO WE STORE YOUR DATA?

Your data that is processed on the basis of your consent will be processed until the consent is withdrawn.



Your personal data will be stored as long as necessary to perform the agreement and thereafter for a period equivalent to the period of limitation of claims that may be raised by QGE and against QGE. If your personal data are processed to fulfil a legal obligation of QGE as the data controller, the personal data will be stored for a period of time required to fulfil such an obligation.

7. WHAT RIGHTS DO YOU HAVE IN RELATION TO THE PROCESSING OF YOUR PERSONAL DATA?

We make sure that you may exercise your rights indicated below. You can exercise your rights by submitting a request to our employee in charge of personal data protection via email: daneosobowe@quadgraphics.pl or by traditional post to: Quad/Graphics Europe Sp. z o.o., ul. Pułtуска 120, 07-200 Wyszaków with a note: "Re: personal data protection" [pol. „Dot. ochrony danych osobowych“].

1) RIGHT TO OBJECT TO THE USE OF PERSONAL DATA

You have the right to object, at any time, against the use of your personal data, including profiling, if we process your data on the basis of our legitimate interest, e.g. in relation to the marketing of our and our customers' products and services, maintaining statistics concerning the use of particular functionalities of our website. If your objection proves to be reasonable and we do not have any other legal basis to process your personal data, we will erase the data which you objected to be processed.

Legal basis: Article 21 of the GDPR.

2) RIGHT TO ERASURE (“RIGHT TO BE FORGOTTEN”)

You may request that all or a part of your personal data be erased.

You have the right to request that your data be erased if:

- you have withdrawn the specific consent, within the scope in which your data were processed on the basis of that consent;
- your personal data is no longer needed for the purposes for which they were collected or for which they were processed;
- you objected to the use of your personal data for marketing purposes;
- you objected to the use of your data for the purposes of website statistics;
- your personal data are processed unlawfully.

Regardless of a request that personal data be erased due to an objection being filed or consent being withdrawn, we can retain certain personal data within the scope resulting from



applicable legal provisions, e.g. within a scope required for defence against possible claims or for raising claims.

Legal basis: Article 17 of the GDPR.

3) RIGHT TO RESTRICTION OF PROCESSING

You may request us to restrict the processing of your personal data. If you file such a request, until it is considered we will prevent you from using certain functionalities or services which can only be used with processing of the personal data covered by your request. In addition, we will not send you any messages, including marketing information.

You have the right to request that the use of your personal data be restricted if:

- you question the correctness of your personal data;
- the processing of your data is unlawful, and you request that the use of your data be restricted instead of requesting that the data be erased;
- your data is no longer necessary for the purposes for which we collected that data or used them, but you need them for the purposes of establishing, asserting or defending against claims;
- you objected to the use of your data; in this case, the use of your data is restricted for a time that is required to consider whether in your particular situation the protection of your interests, rights and freedoms supersedes our interest in the processing of your data.

Legal basis: Article 18 of the GDPR.

4) RIGHT OF ACCESS

You have the right to obtain from us confirmation as to whether we process your personal data, and if that is the case, you have the right to:

- access your personal data;
- obtain information on the purposes of the processing, the categories of personal data processed, the recipients or categories of recipients of such data, the envisaged period for which your personal data will be stored or the criteria used to determine that period, the rights you have under the GDPR and the right to lodge a complaint with a supervisory authority, the source of such data, the automated decision-making, including profiling, and the security measures used in connection with transfer of such data to outside of the European Union;
- obtain a copy of your personal data.

Legal basis: Article 15 of the GDPR.



5) RIGHT TO RECTIFICATION

You have the right to correct your data (if they are incorrect) and supplement the personal data you provided (if they are incomplete).

Legal basis: Article 16 of the GDPR.

6) RIGHT TO TRANSFER

You have the right to receive your personal data that you provided to us and then to transfer those data to another data controller of your choice, e.g. to another similar website operator. You also have the right to demand that we send your personal data directly to such other controller, where technically feasible.

We will send your personal data in a commonly used, machine-readable file format that allows the sending of the received data to another personal data controller. Legal basis: Article 20 of the GDPR.

8. WHAT DO WE DO TO KEEP YOUR PERSONAL DATA SECURE?

We make all efforts to ensure the security of your personal data. We treat the issue of your data's security with utmost importance; hence, we use encrypted data transmission (SSL), among other things, for the registration and logging into the User account. This secures the data that identifies you and significantly hinders any attempts by unauthorised systems or people to hijack your account.

Your data is stored in a cloud hosting service pursuant to data processing agreements. The data is periodically backed up and stored on the discs of a server located in the registered office of our company.

In our company, your data can only be accessed by authorised employees who have access authorisations. Other employees do not have access to your data.

9. WHERE CAN YOU LODGE A COMPLAINT FOR THE PROCESSING OF YOUR PERSONAL DATA BY QGE?

You can lodge a complaint with a supervisory authority. At present, you can lodge your complaints with the Inspector General for Personal Data Protection. However, the supervisory authority competent for such matters is the President of the Office for Personal Data Protection.

10. HOW CAN YOU CONTACT OUR EMPLOYEE IN CHARGE OF PERSONAL DATA PROTECTION?



You can contact them by email at: daneosobowe@quadgraphics.pl or by traditional post to: Quad/Graphics Europe Sp. z o.o., ul. Pułtуска 120, 07-200 Wyszaków, with a note: "Re: personal data protection" [pol. „Dot. ochrony danych osobowych“].