

TECHNICA NOVA BALTICA

People who create energy.

PRIVACY POLICY AND USE OF COOKIES

Last updated 01.09.2025

If you have found your way here, it means that you value your privacy. We know how important it is to protect personal data, which is why we have prepared this document (hereinafter referred to as the 'Privacy Policy') for you, in which you will find all the necessary information regarding the rules for processing your personal data and the use of cookies related to the use of the technicanovabaltica.pl website.

We attach great importance to the security and legality of the personal data processing process, which is why we use state-of-the-art organisational and technical security measures to ensure the best possible protection of the personal data you provide. We also guarantee that we process it in accordance with the provisions of 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 (General Data Protection Regulation) (hereinafter: 'GDPR') and the Act of 10 May 2018 on the protection of personal data and other provisions on the protection of personal data.

Therefore, pursuant to Article 13(1) and (2) of the GDPR, we hereby inform you that:

The controller of your personal data is:

Technica Nova Baltica limited liability company with its registered office in Gdańsk (80-386), ul. Lęborska 3B, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court Gdańsk-Północ in Gdańsk, 8th Commercial Division of the National Court Register, under number 0001003858, NIP (Tax Identification Number): 5862386649, REGON (National Business Registry Number): 523730943, share capital PLN 5,000.00

Correspondence address: ul. Lęborska 3B, 80-386 Gdańsk,

e-mail: contact@technica-nova.com

Personal data you entrust to us and the purposes of its processing

1. Purpose: conducting recruitment processes

Scope of data processed

We process the following personal data in recruitment forms:

- first and last name,
- e-mail address,
- telephone number (optional),
- specialisation,
- availability to start work (optional),

- recruitment documents: CV and – if attached – cover letter.

In addition, these documents may contain other data voluntarily provided by the candidate, such as a photo, professional experience, education, courses, certificates, interests, etc.

Legal basis for data processing

- Art. 6(1)(b) of the GDPR – processing is necessary to take action at the request of the data subject prior to entering into a contract.
- Article 6(1)(c) of the GDPR in conjunction with Article 22¹ §1 of the Labour Code – in the scope of data necessary to assess the candidate's qualifications, if the recruitment concerns an employment contract.
- Article 6(1)(a) of the GDPR – voluntary consent of the person to the processing of additional data contained in the application documents and for the purposes of future recruitment.

Data retention period

- The data will be processed until the current recruitment process is completed.
- In the case of consent to participate in future recruitment processes – until such consent is withdrawn (whichever occurs first).
- After the specified periods have expired, the data will be permanently deleted or anonymised.

2. Purposes

- responding to enquiries sent via the contact form,
- establishing cooperation or presenting service offers,
- considering proposals for cooperation (including recruitment or project-related),
- other forms of contact resulting from the content of the form.

Scope of data processed

We process the following personal data in the contact form:

- first and last name,
- e-mail address,
- telephone number (optional),
- subject of the enquiry and its content.

Legal basis for data processing

- Art. 6(1)(f) of the GDPR – the legitimate interest of the controller in enabling contact with persons interested in our activities and communicating about cooperation, offers or enquiries.
- Article 6(1)(b) of the GDPR – where the contact is aimed at concluding a contract (e.g. B2B or service cooperation).

Data retention period

The data will be stored for the time necessary to:

- respond to the enquiry and conduct further communication,
- and in the case of establishing cooperation – in accordance with the relevant provisions on the storage of documentation and contract data.

After this time, the data will be deleted or anonymised, unless the user requests its deletion earlier.

3. Purpose

To establish, investigate or enforce claims to which Technica Nova Baltica sp. z o.o. is entitled, as well as to defend against potential claims against the company in proceedings before courts or other state authorities.

Scope of data processing

Depending on the circumstances, we may process the following personal data:

- first and last name,
- correspondence address,
- e-mail address,
- telephone number,
- company name and tax identification number (in the case of B2B cooperation),
- personal identification number (if indicated in the documents),
- IP address,
- bank account number.

Legal basis for data processing

Article 6(1)(f) of the GDPR, i.e. processing for the purposes of the legitimate interests pursued by the controller, consisting in the pursuit or defence of claims.

Data retention period

The data is stored for the period necessary to pursue or defend claims, i.e. until the expiry of the limitation periods in accordance with civil law or other specific regulations.

4. Purpose

Fulfilment of legal obligations incumbent on Technica Nova Baltica sp. z o.o., in particular those arising from tax and accounting regulations (e.g. issuing and archiving invoices, keeping accounting records, fulfilling reporting obligations to public authorities).

Scope of data processing

For this purpose, we may process, among others, the following personal data:

- first and last name,
- correspondence address,
- e-mail address,
- telephone number,
- company name and tax identification number,
- bank account number.

Legal basis for data processing

Article 6(1)(c) of the GDPR, i.e. processing is necessary for compliance with a legal obligation to which the Controller is subject, resulting from applicable law (in particular tax and accounting laws).

Data retention period

The data will be stored for the period necessary to fulfil these obligations, i.e. until their expiry in accordance with the legal provisions that justified the processing.

5. Purpose

Conducting statistical analyses and improving the functioning of the technicanovabaltica.pl website, including content optimisation, researching how users use the website and improving marketing activities. Processing is carried out using tools such as Google Analytics, Google Tag Manager and Google Search Console.

Scope of data processed

As part of analytical activities, the following data may be processed in particular:

- data collected automatically via cookies,

- data about the operating system and type of device,
- information about the user's location (at country/city level),
- data about activity on the website (e.g. subpages visited, duration of visit, clicks),
- IP address (if not anonymised by the tool provider).

This data is mainly aggregated and statistical in nature and is not used to identify specific individuals.

Legal basis for data processing

Article 6(1)(a) of the GDPR, i.e. the user's consent expressed via the cookie banner, to the extent that the data constitutes personal data.

The GDPR does not apply to completely anonymous data.

Data retention period

The data is processed for the duration of the cookies or until consent is withdrawn, unless it is anonymised beforehand in a way that prevents the user from being identified. The data retention period in Google tools is in accordance with the account administrator's settings and does not exceed 26 months.

Voluntary provision of personal data

The provision of your personal data is voluntary, but it is a condition for concluding a contract or providing services by us, in particular services provided electronically.

Recipients of personal data

In connection with our business activities, your personal data may be transferred to third parties – only to the extent necessary to achieve the purposes of processing and with appropriate safeguards in place.

The recipients of personal data may include:

- persons cooperating with us under civil law contracts (e.g. B2B, orders) – within the scope of their duties,
- accounting office and tax advisors – within the scope of accounting and tax services,
- IT and hosting service providers – responsible for technical support, system maintenance and data security,
- Microsoft Ireland Operations Ltd. – as the provider of the Microsoft 365 service, which we use in our daily work (including Outlook, OneDrive, SharePoint),
- Google LLC – in connection with the use of tools such as Google Analytics, Tag Manager and Search Console,

- LinkedIn Ireland Unlimited Company – in connection with the use of the LinkedIn Recruiter Lite tool in recruitment processes,
- Recruify Sp. z o.o. – as a provider of a recruitment process management system (ATS),
- Asana, Inc. – as a provider of a project management tool,
- marketing and analytics service providers – only after obtaining the relevant consents, e.g. for cookies,
- public administration bodies and other entities authorised by law – only in cases required by law.

All entities processing personal data on our behalf operate on the basis of data processing agreements and are required to maintain confidentiality and ensure an appropriate level of security.

Automated decision-making, profiling

We do not make automated decisions about you or use profiling.

Transfer of data outside the European Economic Area or to an international organisation

Some of the tools we use (such as Microsoft 365, Google Workspace, Asana and LinkedIn Recruiter Lite) offer data storage on servers located within the European Economic Area (EEA).

However, as these providers are based in the United States or use subsidiaries located outside the EEA, data may occasionally be transferred outside this area, e.g. in connection with technical support services or infrastructure management.

In such cases, we ensure an adequate level of data protection in accordance with the requirements of the GDPR, including by entering into standard contractual clauses (SCCs) approved by the European Commission or using services covered by the EU-U.S. Data Privacy Framework.

Your rights in relation to our processing of your personal data

The GDPR grants you the following rights in relation to the processing of your personal data:

- the right to access your personal data,
- the right to rectify your personal data,
- the right to erase your personal data,
- the right to restrict the processing of your personal data,
- the right to object to the processing of personal data,
- the right to transfer personal data,
- the right to lodge a complaint with a supervisory authority,
- the right to withdraw consent to the processing of personal data.

If you submit any of the above requests, we will inform you without undue delay – and in any case within one month of receiving the request – about the actions taken in connection with your request.

Complaint to the supervisory authority

If you believe that the processing of your personal data violates data protection regulations, you have the right to lodge a complaint with the supervisory authority, in particular in the Member State of your habitual residence, your place of work or the place of the alleged infringement.

In Poland, the supervisory authority within the meaning of the GDPR is the President of the Personal Data Protection Office.

For more information, please visit: <https://uodo.gov.pl/pl/83/155>.

Cookie policy

Our website uses cookies to ensure its proper functioning, to tailor content to your preferences and to conduct anonymous statistical analyses.

What are cookies?

Cookies are small text files that are stored on your device (computer, phone, tablet) when you use our website. Cookies enable us to recognise your device and customise the website accordingly, as well as collect statistical data on user traffic and behaviour.

What cookies do we use?

1. Essential cookies

They enable the website to function properly and use its basic functions (e.g. navigation, contact form, recruitment form). Their use does not require your consent.

2. Analytical cookies

They collect anonymous information about how the website is used, such as the number of visits, traffic sources, time spent on the website, and clicked elements.

For this purpose, we use, among others, the following tools:

- Google Analytics
- Google Tag Manager
- Google Search Console

The data from these cookies does not allow us to identify you, but it helps us improve the functioning of the website and adapt it to the needs of users.

3. Functional cookies (optional)

They can be used to remember your settings and preferences if you choose to set them (e.g. language selection, previously filled in form fields).

Cookie management

When you first visit our website, we display a banner informing you about the use of cookies and ask for your consent to their use. You have the option to:

- accept all cookies,
- refuse their use (except for essential cookies),
- customise your cookie settings individually.

You can change your settings at any time using the function available on the website or in your browser settings.

More information

For detailed information on how Google processes data from services such as Google Analytics, please visit: <https://policies.google.com/technologies/partner-sites>