

Information on the processing of applicants' personal data

Information notice under Article 13 of Regulation (EU) 2016/679 (GDPR). It concerns persons who apply through the MOTOEXPERT application form.

1. Controller. Stowarzyszenie Międzynarodowych Rzecznawców Techniki Samochodowej MOTOEXPERT (Association of International Motor Vehicle Experts MOTOEXPERT), ul. Urzędnicza 7a lok. 17, 25-729 Kielce, Poland, KRS 0000457628. Contact for data protection matters: info@motoexpert.org.

2. Purposes of processing. (a) assessment of the application and qualification of the applicant for the MOTOEXPERT network; (b) conclusion and performance of the Partnership Agreement; (c) maintaining the network's register of partners.

3. Legal bases. Article 6(1)(b) GDPR — steps taken at the request of the data subject prior to entering into a contract, and performance of that contract. Article 6(1)(c) GDPR — compliance with legal obligations of the Controller, in particular accounting and retention obligations. Article 6(1)(f) GDPR — legitimate interests of the Controller in verifying the qualifications of applying experts, maintaining the network's quality standard, and establishing and defending legal claims.

4. Scope of data. Data provided in the form: name and surname, company name, e-mail address, telephone number, country of operation, working languages, description of qualifications and experience, and attached documents (proof of qualifications, professional liability insurance policy, sample report). In addition, evidence data of conclusion in documentary form: timestamp, IP address, version number and SHA-256 checksum of the accepted text.

5. Recipients of data. The website hosting provider (SEOHost sp. z o.o.) and providers of electronic communication tools handling e-mail and notifications — acting as processors, solely on the Controller's documented instructions. The data are not sold and are not disclosed to third parties for marketing purposes.

6. Retention period. Rejected applications — 12 months from the decision. Accepted applications — for the term of the agreement and 6 years after its end, in line with limitation periods for claims and accounting obligations.

7. Automated support of the assessment — stated explicitly. The initial assessment of an application is supported automatically. The system awards points solely for information supplied by the applicant in the form: declared experience, attached documents, the length of the qualifications description, the number of working languages, and the electronic signature. The score is compared against a qualification threshold. A score above the threshold results only in the application being marked as qualified and in the creation of an applicant account with no permissions beyond read access. A score below the threshold routes the application to manual review and **does not cause automatic rejection. The final decision — on admission to the network, on expert status, and on access to case files — is always taken by a human being.** The applicant has the right to obtain human intervention on the part of the Controller, to express their point of view and to contest the assessment (Article 22(3) GDPR). A message to info@motoexpert.org is sufficient.

8. Rights of the data subject. The right of access and to obtain a copy (Art. 15), rectification (Art. 16), erasure (Art. 17), restriction of processing (Art. 18), data portability (Art. 20), and **the right to object to processing based on legitimate interests (Art. 21)**. Requests are accepted at info@motoexpert.org.

9. Complaint to the supervisory authority. There is a right to lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych), ul. Stawki 2, 00-193 Warsaw, Poland.

10. Voluntary nature of providing data. Providing the data is voluntary but necessary to process the application and to conclude the Partnership Agreement. Without them, assessment of qualifications and joining the network are not possible.

11. Transfers outside the EEA. The data are processed on servers in Poland. The Controller does not transfer them to third countries or international organisations.

12. Membership track — supplement to points 2, 3, 4, 6 and 10. The following applies to persons submitting a **membership declaration** to the MOTOEXPERT Association. The remaining points apply unchanged.

Purposes: examining the membership declaration, adoption of a resolution by the Main Board, keeping the register of members and settling membership fees.

Legal bases: Art. 6(1)(b) GDPR — steps prior to entering into and performance of the membership relationship; Art. 6(1)(c) GDPR in connection with the **Polish Law on Associations of 7 April 1989**, which obliges an association to keep a list of members, and with accounting obligations regarding fees. **The basis is not consent** — there is nothing to withdraw; all rights under point 8 apply.

Additional scope of data: citizenship, country of permanent residence, residential address, date and place of birth, and a scan or photo of the hand-signed membership declaration. Citizenship and country of residence are used **solely** to determine the membership category under §13 and §15 of the Statute.

Retention: declarations not accepted — 12 months from the resolution; members — for the duration of membership and 6 years thereafter, in line with limitation periods and accounting obligations.

Voluntariness: providing this data is voluntary, but without it the declaration cannot be examined — the Statute requires written form (§13).

DOCUMENT RECORD

Version

1.1

Date

2026-09-01

SHA-256

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Stowarzyszenie Międzynarodowych Rzeczoznawców Techniki Samochodowej MOTOEXPERT

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