

INFORMATION CLAUSE FOR EMPLOYEE CANDIDATES

regarding the method of processing personal data

(Revision No. 2 of 07.05.2019)

Pursuant to art. 13 clause 1 and 2 of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on free movement of such data and repealing Directive 95/46/EC (GDPR) we inform you that:

1. The Controller of your personal data is ENDOX POLSKA Sp. z o.o., ul. Cieszyńska 365, 43-382 Bielsko-Biała, which can be contacted by e-mail at: biuro@endox-polska.pl, or by phone at 33 82 21 441.
2. Your personal data, to the extent indicated in the provisions of labour law, will be processed in order to carry out the current recruitment procedure (art. 6 clause 1 letter b of GDPR - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract), while other data will be processed on the basis of consent (art.6 clause 1 letter a of GDPR - the data subject has given consent to the processing of his or her personal data for one or more specific purposes) which may be withdrawn at any time. The Controller will process personal data, also in subsequent recruitment procedures, if you give your consent (art. 6 clause 1 letter a of GDPR) which can be withdrawn at any time. Labour law provisions: art. 221 § 1 of the Act of 26 June 1974. Labour Code - the Employer has the right to require that the employee candidate provides the following data: first name (names) and surname, date of birth, contact details and education, professional qualifications, previous education (if it is necessary to perform work of a specific type or in a given position) and additional personal data if the right or obligation to provide the data results from the regulations.
3. If the application documents contain data referred to in art. 9 clause 1 of GDPR (i.e. e.g. data on health status, trade union membership, religious beliefs) processing of such data will require your consent, pursuant to art. 9 clause 2 of GDPR, which can be withdrawn at any time.
4. Your personal data will be processed in order for the purposes of the process of recruitment and selection of an employee and concluding an employment contract with him or her under the Act of 26 June 1974. Labour Code (consolidated text: Dz.U. [Journal of Laws] of 2018, item 917, as amended). In the case of a civil law contract based on art. 6 clause 1 letter b - willingness to conclude the contract.
5. Providing your personal data in the scope resulting from art. 22¹ of the Labour Code is necessary to participate in the recruitment procedure. Providing other data by you is voluntary. In the case of data required by law or necessary to conclude a contract, failure to provide it will result in rejection of the application
6. Personal data will not be disclosed to other entities, except as provided by law, nor will it be transferred to any third country or an international organization.
7. The personal data provided will be processed for up to 6 months from the end of the recruitment process (unless consent for the purposes of future recruitment has been given, in which case - until the consent is withdrawn or for a period of 36 months). After this date, if you do not collect your documents earlier, they will be destroyed.
8. During the recruitment period you have the right to:
 - a) access the provided personal data,
 - b) rectify, delete or limit processing of the data,
 - c) data portability,
 - d) file a complaint to the Chairman of the Office for Personal Data Protection.
9. You also have the right to object to data processing;
10. I inform you about your right to withdraw your consent to the processing of personal data at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal. In order to withdraw the consent, please send the information: "Cancelling the recruitment consent" to the e-mail address biuro@endox-polska.pl
11. Your personal data shall not be subject to automated decision making, including profiling.
12. If for any reason the above information is not complete, the Controller will provide the missing information in a separate document before obtaining the data.