INFORMATION OBLIGATIONS – RECRUITMENT OF A PROSPECTIVE EMPLOYEE/COLLABORATOR

1. The Controller of your personal data is:
   Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences
   Niezapominajek 8, 30-239 Krakow
   hereinafter called the **Controller.** The Controller performs processing operations on your personal data.

2. Contact details of the **Data Protection Officer**: **Rafał Andrzejewski**
   mail: **iod.r.andrzejewski@szkoleniaprawnicze.com.pl,** tel: **+48 504 976 690**

3. Your personal data shall be processed for the purposes of recruitment process for the post concerned.

4. The legal basis for the processing of your personal data is Article 6 (1)(a, c) and Article 9 (2)(a) of Regulation (EC) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EEC (General Data Protection Regulation) of 27 April 2016 (EU Journal of Laws L No 119 p. 1) and other legislative acts, in particular the Act of 26 June 1974 –the Labour Code and its implementing acts, the Act of 23 April 1964 – the Civil Code and its implementing acts, the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of the Disabled and its implementing acts.

5. Your personal data may be transmitted to entities which process your personal data on behalf of the Controller in accordance with the concluded entrustment agreements on personal data processing (the so-called Processors). Your personal data shall not be transferred to **a third country**.

6. The provision of your personal data is necessary to conduct the recruitment process; in the case of failure to provide the data, the conducting of the recruitment process shall not be possible. In the remaining scope, your personal data can be processed on the basis of the content granted by you or other conditions for the lawfulness of data processing, as specified in Articles 6 and 9 of GDPR.

7. You have the right to:
   a) request the Controller to enable you to access your personal data, or to have them rectified, have them erased or restrict the extent of your personal data processing, as well as to demand notifying the recipients of your personal data about any rectifications, erasure or limitations of the data Controller's processing,
   b) object to the processing of any data concerning you,
   c) object to automated individual decision-making, including profiling,
   d) data portability,
   e) receive copies of all your personal data undergoing processing,
   f) lodge a complaint with a supervisory authority
   g) withdraw your consent to the processing of your personal data.

8. Your personal data shall not be subject to automated individual decision-making, including profiling.

9. If the conditions contained in the provisions of Article 6 (1)(a) and Article 9 (2)(a) of GDPR cease to exist, you are entitled to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.

10. Your personal data shall be stored throughout the recruitment process. Your personal data shall be processed, including their storage, for two months from the date of the termination of this recruitment process for the purposes of conducting other recruitment processes, subject to your consent.

*GDPR is the abbreviation for Regulation (EU) No. 679/2016 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data, and repealing Directive 1995/46/EC. Hence, in each case we use this abbreviation, we shall refer to provisions of the aforementioned European Community legislation. We shall frequently use the term "General Data Protection Regulation" interchangeably. The GDPR imposes on the Controllers the obligation to meet the so-called information requirement towards individuals whose personal data are being processed by the Controller (Article 13 of the GDPR).