

# INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA FOR THE APPLICANT APPLICANT FOR EMPLOYMENT

The legal basis for the information provided is Article 12-13 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 (hereinafter 'RODO').

## **PERSONAL DATA CONTROLLER**

The administrator of your personal data is:

**InfoCredit Service Limited Liability Company with its registered office in Warsaw**

Address: 7/9/11 Czackiego Street, 00 - 043 Warsaw

KRS: 0000380253

Contact: [odo\\_InfoCreditService@infocredit.pl](mailto:odo_InfoCreditService@infocredit.pl)

hereinafter referred to as the 'Administrator'.

## **CONTACT DETAILS OF THE DATA PROTECTION OFFICER (DPO)**

The Administrator has appointed a Data Protection Officer (DPO) within its structures. In order to contact the DPO, please send a message to: [iod\\_InfoCreditService@infocredit.pl](mailto:iod_InfoCreditService@infocredit.pl)

## **PURPOSES OF PERSONAL DATA PROCESSING AND LEGAL BASIS OF PROCESSING**

The personal data provided by you will be processed by the Administrator on the basis of:

- Article 6(1)(a), (b), (c) of the GDPR (processing of personal data on the basis of expressed consent, for the purpose of concluding and performing the employment contract and for the purpose of fulfilling legal obligations incumbent on the Administrator). Expressed consent to process personal data for the purpose of conducting the recruitment process (depending on the consent given - also for the purpose of conducting future recruitment processes). We may also keep the personal data you provide for the purposes of establishing, investigating or defending against claims related to the recruitment process for a period of 3 years counted from the end of the recruitment process in which you participated (Article 6(1)(f)).

## **TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES (OUTSIDE THE EU/EU)**

Your personal data may be transferred to third countries. i.e. outside the European Union and the European Economic Area.

I would like to inform you that in each of these situations, appropriate mechanisms for the transfer of personal data are always applied based on a decision of the European Commission guaranteeing the security of the processing of personal data in a specific country or with the observance of so-called standard contractual clauses, binding corporate rules or other legal instruments aimed at maintaining the RODO standards applied by us.

### **DURATION OF PROCESSING OF YOUR PERSONAL DATA**

Your personal data will be stored for the period necessary to fulfill the purposes for which they are processed by the Administrator. First of all, I would like to point out that your personal data will be processed until the end of the recruitment procedure, but no later than within 6 months from the date of sending the recruitment documentation to the Administrator.

In the case of consent given also for future recruitment, your personal data will be processed for a maximum period of 24 months.

### **INFORMATION ON RECIPIENTS OF PERSONAL DATA OR CATEGORIES OF RECIPIENTS**

Your personal data are processed by the Administrator and by entities cooperating with it in order to perform the Administrator's legal obligations or to realize its legitimate interests. The basis for the processing of personal data by other entities is a separately concluded agreement on entrustment of data processing.

We indicate that we may entrust your personal data to entities with which we cooperate in the following areas:

- entities with which we cooperate in the framework of IT services, including providers of IT platforms that we use in connection with our business,
- other entities we use to fulfill our legal obligations.

### **YOUR RIGHTS**

You have the right to:

- 1) obtain access to your data,
- 2) request rectification or deletion of your data,
- 3) limit the processing of your data,
- 4) transfer of your data,
- 5) the right to object to the processed data.

In order to fulfill their request, you should contact the Administrator at our contact address. In certain situations, strictly defined by law, the Administrator may refuse to carry out a specific request.

You have the right to withdraw your consent at any time. Withdrawal of consent will not affect the legality of the processing performed on the basis of the consent given before its withdrawal.

### **THE RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY**

You are entitled to file a complaint with the President of the Office for Personal Data Protection if you believe that our actions are inconsistent with this policy. However, I encourage you to contact the Administrator in advance to clarify any concerns.

**BASIS FOR REQUESTING PERSONAL DATA**

Provision of data is not a statutory requirement, but is necessary for the recruitment process.

**INFORMATION ABOUT THE LACK OF AUTOMATED DECISION-MAKING BASED ON PERSONAL DATA**

Please be informed that I do not process your personal data for the purpose of automated decision-making.