

## **Information Clause for Job Candidates**

Łukasiewicz Research Network – Krakow Institute of Technology

**Pursuant to Article 13(1) and (2) 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 referred to as "GDPR"), we hereby present the information and principles regarding the processing of personal data by Łukasiewicz Research Network – Krakow Institute of Technology.**

### **Data Controller**

The controller of your personal data is Łukasiewicz Research Network – Krakow Institute of Technology (hereinafter: the Institute), with its registered office at ul. Zakopiańska 73, 30-418 Kraków, e-mail: [sekretariat@kit.lukasiewicz.gov.krakow.pl](mailto:sekretariat@kit.lukasiewicz.gov.krakow.pl), phone: 12 261-83-24.

### **Data Protection Officer**

For all matters relating to the processing of personal data by the Institute, you may contact the appointed Data Protection Officer at: [daneosobowe@kit.lukasiewicz.gov.pl](mailto:daneosobowe@kit.lukasiewicz.gov.pl), phone: 12 261-83-24, or in person at the Institute's registered office.

### **Purpose of Processing**

Your personal data will be processed by the Institute for the purpose of conducting the current recruitment process for a specified position at the Institute, and, if you provide your explicit and voluntary consent, also for the purposes of future recruitment processes.

### **Legal Basis for Processing**

The Institute processes your personal data on the basis of:

1. Article 6(1)(c) GDPR, in connection with:
  - Article 221 of the Labour Code of 26 June 1974;
2. Article 6(1)(a) GDPR – i.e., on the basis of consent granted by the employee in accordance with Articles 221a and 221b for the processing of personal data other than those listed in Article 221 § 1 and 3, (except for data concerning criminal convictions and offences) in connection with:
  - a. Submission of application documents containing personal data beyond the scope specified in Article 221 of the Labour Code:

- Excess data provided on the initiative of the employee (e.g., image, interests, marital status) or at the employer's request (except for criminal convictions and offences) – pursuant to Article 221a;
  - Excess data provided solely on the initiative of the employee, being special categories of data (e.g., information about health, political or trade union membership) – pursuant to Article 221b;
- b. Candidate's consent to the processing of personal data for future recruitment processes.

### **Scope of Personal Data**

The scope of processed personal data is specified in particular by Article 221 of the Labour Code.

Providing data within the scope specified in Article 221 §1 of the Labour Code is mandatory, and refusal to provide such data will result in the inability to participate in the recruitment and employment process. In other cases, providing data is voluntary. During recruitment processes, the Institute expects the provision of personal data only within the scope defined by labour law. If submitted applications contain additional data beyond the scope indicated by labour law, their processing will be based on the candidate's consent (Article 6(1)(a) GDPR), expressed by the unequivocal act of submitting application documents, or in the case of special category data – on the candidate's explicit consent to process such data during recruitment (Article 9(2)(a) GDPR).

### **Exercise of Rights**

You have the right to access your data, rectify or supplement them, request their deletion in cases provided for by law, restrict processing, object to the processing of data provided voluntarily, and withdraw consent to their processing at any time without affecting the lawfulness of processing based on consent before its withdrawal. Withdrawal of consent for data processing for future recruitment after the current recruitment process will mean you will not be considered in subsequent recruitment processes.

To exercise the above rights, please send your request to: [daneosobowe@kit.lukasiewicz.gov.pl](mailto:daneosobowe@kit.lukasiewicz.gov.pl), in writing to the Institute's registered address, or submit it in person at the Institute. Before exercising your rights, we will need to confirm your identity in a manner individually tailored to your request.

If you believe that the Institute's processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office.

### **Recipients of Data**

Recipients of your personal data may include:

- Companies servicing the Institute's equipment and software used for processing job applicants' data;
- Providers of job advertisement publication services or recruitment management systems (e.g., [pracuj.pl](http://pracuj.pl), eRecruiter) – only if such services are commissioned by the Institute;
- Courier companies through which correspondence with job candidates is conducted.

Your personal data will not be transferred to countries outside the European Economic Area or to international organizations.

### **Automated Decision-Making**

No decisions are made in an automated manner, including profiling.

### **Data Retention Period**

Your personal data will be processed for:

- The period necessary to conduct the recruitment process, or
- Until consent is withdrawn – if you have given consent for processing data for future recruitment,
- For a maximum of 12 months from the end of the recruitment process – if you participate in recruitment for a specific position and consent to the processing of data for future recruitment,
- If a candidate consents to the processing of their personal data for future recruitments conducted by the Institute, their data may be processed for 12 months from the date of submission,
- Documents submitted to the Institute without an open recruitment (i.e., unsolicited applications) are deleted from mailboxes/recruitment programs or paper copies are destroyed immediately upon receipt (no later than 3 months from receipt), unless they contain consent for processing personal data for future recruitments conducted by the Institute – in which case such documents may be stored for 12 months from the date of receipt.

If an applicant provides special category data without including consent for their processing, the Institute will contact the applicant to inform them of the need to:

- Correct the special category data in the submitted application documents, or
- Provide consent for the processing of such data, authorizing the Institute to process special category personal data in the recruitment process.

If corrected documents or the above-mentioned consent are not provided, the application documents will be destroyed, and if you have submitted originals, they will be returned immediately.

**Information on Recruitment Outcome**

Information on the recruitment outcome, including the job title, name(s) and surname of the selected candidate, and their place of residence (as defined by the Civil Code of 23 April 1964), as well as the justification for the selection or non-selection of any candidate, will be published in accordance with Article 52(1) of the Act of 21 February 2019 on the Łukasiewicz Research Network in the Public Information Bulletin of the Łukasiewicz Research Network – Krakow Institute of Technology.