

INFORMATION CLAUSE FOR PERSONS APPLYING FOR EMPLOYMENT AT CRACOW UNIVERSITY OF TECHNOLOGY

PERSONAL DATA ADMINISTRATOR



The administrator of your personal data is Cracow University of Technology in Krakow, with its registered office in Krakow at ul. Warszawska 24, 31-155 Krakow, represented by the Rector of Cracow University of Technology.

The administrator can be contacted:

- by email, at the following address: kancelaria@pk.edu.pl
- by mail and in person at the administrator's office.

CONTACT FOR MATTERS RELATED TO THE PROCESSING OF PERSONAL DATA







The administrator has appointed a Data Protection Officer (hereinafter: DPO) whom you can contact in matters related to the processing of personal data. You can contact the DPO via:

- IOD email address: iodo@pk.edu.pl,
- by phone, at: 12 628 31 15,
- by mail to the administrator's address,
- in person at the administrator's office – in this case, we encourage you to contact us by email in advance to arrange a convenient appointment time.

PURPOSES AND LEGAL BASIS FOR PROCESSING PERSONAL DATA


We process your personal data for the following purposes:

 Purpose of data processing	 Legal basis for data processing
Conducting recruitment in connection with the announced recruitment process	Article 6(1)(b) of the GDPR – data is necessary for the performance of a contract or for taking steps prior to entering into a contract – recruitment process
	Article 6(1)(c) of the GDPR – compliance with legal obligations incumbent on the controller, which arise from the provisions (in particular Article 22(1) of the Labor Code)
	Art. 6(1)(a) of the GDPR – explicit affirmative action understood as the candidate's consent to the processing of personal data (applies to situations where you provide us with a wider range of data in your application documents than that required by the provisions of the <i>Labor Code</i>)

 Purpose of data processing	 Legal basis for data processing
Consideration of your application in future recruitment processes	Article 6(1)(a) of the GDPR – candidate consent (applies when you inform us that you consent to the use of your application documents in future recruitment processes)
Data archiving	Article 6(1)(c) of the GDPR – compliance with a legal obligation incumbent on the controller in connection with the performance of tasks specified in the Act of July 14, 1983, on national archival resources and archives (Journal of Laws of 2020, item 164, as amended)
Investigation or defense against potential claims	Article 6(1)(f) of the GDPR – the legitimate interest of the controller, which is to pursue claims or defend against any claims you may have in connection with the recruitment process.


PERIOD OF STORAGE OF PERSONAL DATA

We will process personal data for the period necessary to achieve the purposes described above. Depending on the legal basis, this will include in particular:

- 
- recruitment period;
 - a maximum period of 12 months from the end of the recruitment process – if you agree to participate in future recruitment processes;
 - If you are hired, we will continue to process your data in accordance with the periods applicable to employees/associates.

After the above-mentioned period, personal data will be archived for the period during which we are required by law to store your data or for the period necessary to establish, pursue, and defend claims, if applicable, and then deleted.

RECIPIENTS OF PERSONAL DATA



The recipients of your personal data are entities providing services such as ICT services (delivery/maintenance of IT systems), legal services, consulting services, accounting services, postal and courier services, as well as services and entities providing recruitment services, medical facilities conducting occupational health examinations (in the event of a decision to hire) on the basis of a personal data processing agreement concluded with the data controller. accounting services; postal and courier services, as well as services and entities providing recruitment services, medical facilities conducting occupational health examinations (in the event of a decision to hire), and entities and authorities authorized to receive data on the basis of legal provisions.

RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

In connection with the processing of personal data, you have the following rights:



- the right to access data content, the right to rectify data, the right to delete data – in cases provided for by law, the right to restrict data processing, the right to object – where the processing of your data is based on a legitimate interest;



- If you believe that we are processing your data in a manner that is inconsistent with applicable regulations, you may also exercise your right to lodge a complaint with the President of the Personal Data Protection Office. However, before exercising this right, we suggest that you contact our Data Protection Officer to clarify any doubts you may have.

OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary, but refusal to do so will prevent you from participating in recruitment processes.