

## Data Privacy Notice for job candidates

Pursuant to the art. 13 para. 1 and para. 2 of the general data protection regulation 2016/679 – hereinafter referred to as „GDPR”, please be informed that:

### Controller and Data Protection Coordinator

1. Your personal data controller is Dębowa Polska Sp. z o.o. Sp. kom. with its registered office in Siedlec (64-212) at Wolsztyńska 56, tel.: +48 68 384 85 16, e-mail address: [debowa@debowa.pl](mailto:debowa@debowa.pl)
2. The Controller has appointed the Data Protection Coordinator (DPC) who can be contacted via the following e-mail address: [kod@debowa.pl](mailto:kod@debowa.pl).

### Purposes and legal basis for processing

3. To the extent stipulated in rules of law (Art. 22<sup>1</sup> of the labour code), your personal data will be processed to conduct the ongoing recruitment process on the basis of the art. 6 para. 1 c) of GDPR, whereas other data, that is a photo, contact data and other information included in the CV or cover letter, on the basis of your consent (art. 6 para. 1 a) of GDPR) that can be withdrawn at any time.
4. To the extent stipulated in rules of law (Art. 22<sup>1</sup> of the labour code), your personal data will be processed on the basis of the consent for participation in future recruitment processes, which has been expressed through a separate statement on the basis of the art. 6 para. 1 a) of GDPR, whereas other data, that is a photo, contact data and other information included in the CV or cover letter, on the basis of your consent (art. 6 para. 1 a) of GDPR) that can be withdrawn at any time.
5. If you include the data referred to in the art. 9 para. 1 of GDPR (e.g. information on health, disability) in the application documents, your written consent for their processing will be required. The aforesaid consent can be withdrawn at any time.

### Storage period

6. Once the recruitment process has ended, your personal data will be stored for 30 days.
7. If you agree, your personal data will be processed for the purposes of future recruitments for the period of 1 year, or shorter if you withdraw the data processing consent beforehand.
8. To withdraw the data processing consent for recruitment purposes, send a message to the Controller's e-mail address referred to in the point 1.

### Data recipients

9. Your personal data can be received by entities that provide IT services to the Controller (e.g. mailbox hosting service) on the basis of relevant agreements, or entities authorised to receive personal data on the basis of applicable rules of law.

### Rights of people

10. You have a right do demand access to your personal data, rectify them, delete them, limit data processing, as well as a right to withdraw the consent at your convenience, with no impact on legality of processing made on the basis of the consent before withdrawal.
11. To exercise your rights, please contact the Controller by sending a message to the e-mail address referred to in the point 1, or by sending a traditional letter to the Controller's head office address.
12. You have a right to lodge a complaint to the Head of the Personal Data Protection Office when you believe that processing of your personal data violates GDPR provisions.

### Required/voluntary data provision notice

13. To the extent arising from the art. 22<sup>1</sup> of the labour code, provision of personal data is required to participate in the recruitment process. Entering other data is voluntary.

### Information on lack of profiling and lack of data disclosure out of EEA

14. Your personal data will not be subject to the automated decision-making process, including profiling, and will not be disclosed out of the European Economic Area.

**Consent:**

If you give your consent for your personal data to be processed after the end of the recruitment process for the sake of future recruitments, please include the consent of the following wording in your application documents:

„I hereby give consent for my personal data included in my application to be processed by Dębowa Polska Sp. z o.o. Sp. kom. with its registered office in Siedlec (64-212) for the purposes of future recruitment processes, including applications for other positions. I am aware that I can withdraw the consent at any time”.