



Information on the processing of personal data during the recruitment procedure

Pursuant to Article 13(1)(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 (General Data Protection Regulation, hereinafter referred to as "RODO"), please be informed as follows:

1. Administrator of personal data

The Administrator of your personal data is the Krakow University of Economics (KUE), having its registered office: ul. Rakowicka 27, 31-510 Kraków (hereinafter "Administrator").

2. Personal Data Protection Inspector

The contact data of the Personal Data Protection Inspector – e-mail: iod@uek.krakow.pl, tel.: (12) 293 75 90.

3. Purpose of processing data

Your personal data:

- within the scope of Art. 22¹ § 1 of the Labour Code: name and surname, date of birth, contact data indicated by you (in particular, correspondence address, including email, telephone number), education and professional qualification will be subject to processing for the purpose of conducting a recruitment process for the position you apply for, including evaluation of your work qualifications and abilities and skills required for the position you apply for with a view to taking necessary action to conclude a contract of employment, as well as to enable your future employer to meet related legal obligations;
- your personal data contained in the recruitment documents will be processed for the same purpose, particularly those contained in your Curriculum Vitae (CV) or cover letter – the data that is beyond the scope set forth above.

4. Legal grounds of processing data

The processing of your personal data is based on the following legal grounds:

- legal regulations, including those in Labour Code (Art. 22¹ § 1), the regulations of the Act of 20 July 2018 on higher education and science, in accordance with Art. 6 of the Act(c) RODO;
- your consent for the processing of data contained in the recruitment documents, including Curriculum Vitae (CV) or cover letter, if you disclose other data than those indicated in Art. 22¹ § 1 of the RODO Code, in accordance with Art. 6 of the Act(a) RODO. You give your consent in the form of positive action to confirm (Art. 4 point 11 RODO) by submitting recruitment documents;
- the CUE's justified interest – within the scope of data collected during the recruitment process. It is in the CUE's justified interest to verify your skills and abilities, which is necessary to verify whether you are a suitable candidate for the position related to the recruitment process, in accordance with Art. 6 of the Act(f) RODO.

5. Data recipients

Your personal data may be disclosed to entities and bodies authorised to process those data pursuant to legal regulations.

6. The period of storage of personal data

Your personal data will be processed for a period not longer than the duration of the recruitment process. After this period, application documents not considered positively in the current recruitment process will be destroyed. Documents submitted to the CUE outside current recruitment processes are destroyed without delay.

7. The rights related to personal data processing

You have the right of access to your personal data, and the right to receive a copy thereof, the right to correct them or to restrict their processing.

Within the scope at which your personal data are processed in connection with the CUE's legally justified interest, you have the right to revoke your consent for the processing of your personal data.

Within the scope at which your personal data are processed on the basis of consent, you have the right to revoke it. You may revoke your consent at any time by sending an email to iod@uek.krakow.pl or a letter addressed as specified under point 1. The withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal.

Also, you have the right to make a complaint to the President of the Personal Data Protection Office.

8. Requirement to provide personal data

- Providing personal data indicated in Article 221 section 1 of the Labor Code as well as the data referred to in Article 21 sections 2-8 of the Act of 13 May 2016 on counteracting threats of sexual offences and protection of minors is a statutory requirement, and you are obliged to provide it. This data is mandatory and necessary to conduct the recruitment process. If you fail to provide this personal data, you will be excluded from the recruitment process.
- Providing your contact telephone number and e-mail address is voluntary, but necessary to effectively contact you during the recruitment process. Failure to provide this data will result in your exclusion from the group of persons subject to closer verification.

- If your recruitment documents, including your Curriculum Vitae (CV) or your cover letter, contain data that goes beyond the scope indicated above, the effect of withdrawing your consent to data processing will be the inability to consider your recruitment documents in the recruitment process and their immediate deletion.

9. Automated decision making and profiling

Your personal data shall not be subject to automated decision making, including profiling, which may produce legal effects on you or which may affect you in a substantial manner.

10. Information on the intent to disclose personal data to a third country or an international organization

Your personal data shall not be disclosed to third countries (i.e., outside the European Economic Area) or international organizations.

At the same time, please be advised that the course of the Competition Committee meeting as part of the employee recruitment process may be recorded in the form of an audio recording, in order to properly prepare the minutes (for evidentiary purposes), and the recording will be stored for a period of no longer than 3 months from the date when the decision is made in the given competition, and will be deleted after that time.

I hereby declare that I have read the above information on the processing of personal data of individuals applying for employment at the Krakow University of Economics.

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(date and signature of the Candidate for employment)