

The Rector of the Cracow University of Economics
hereby announces a competition
**for the position of asystent /assistant lecturer/
in the group of research and teaching employees
in the discipline of legal sciences**
at the Department of Real Estate Law and Tax Law
of the Institute of Law
of the College of Economics, Finance and Law

The position may be applied for by the candidates who have completed higher education in law, hold a professional master's degree and fulfil requirements set forth in the Act of 20 July 2018 on higher education and science (Journal of Laws/Dz. U./ 2021, item 478 with later amendments).

Candidates entering the competition should submit the following documents:

- 1) a personal application and CV,
- 2) a personal questionnaire for persons applying for employment,
- 3) a copy of higher education diploma,
- 4) practical experience in law including trainings, internships and scholarships,
- 5) a candidate's information card for the position of assistant lecturer (a form available at www.uek.krakow.pl, browser tab: Dział Zasobów Ludzkich/HR Department/),
- 6) information and possible opinions on:
 - a) scientific interests, special attention given to the knowledge of issues related to real estate law or tax law,
 - b) teaching experience including conducting classes in real estate law or tax law,
 - c) publications, particularly scored works,
 - d) participation in events disseminating science such as scientific conferences and seminars, and participation in scientific and research projects,
- 7) a copy of a certificate confirming a good knowledge of English and/or other foreign languages, and in the case of foreigners, a certificate confirming a basic knowledge of Polish,
- 8) a statement confirming that upon taking up employment, the Cracow University of Economics will be the basic employer,
- 9) a statement confirming compliance with requirements set forth in Art. 113 of the Act on higher education and science (forms available at www.uek.krakow.pl tag Dział Zasobów Ludzkich/HR Department),
- 10) a consent for processing personal data during the recruitment process – enclosure.

Applications should be submitted to:

- (in person) the Dean's Office of the College of Economics, Finance and Law, Kraków, ul. Rakowicka 27, Main Building, room 012 A, or
- (by email): matysikk@uek.krakow.pl.

Original documents (available for consultation) should be submitted by a candidate qualified for the position of assistant lecturer by means of competition to the Department of Human Resources prior to signing an employment agreement.

Applications should be submitted **by 21 January 2022**.

The competitive application procedure is expected to be completed in **January/February 2022**.

Employment in a full-time position as of 1 March 2022 for **one year, with the possibility of extension**. Information on the results of the competition will be available at the University's BIP /Bulletin of Public Information/ and the Minister's BIP.

Kraków, 2021 - 12 - 20

Rector

dr hab. Stanisław Mazur, prof. of CUE

Information on the processing of personal data during the recruitment process

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 Cracow University of Economics (UEK), 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 - email: 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. The requirement to disclose personal data

- The disclosure of personal data as set forth in Art. 22¹ §1 of the Labour Code is a statutory duty, and you are obligated to disclose them. Data are indispensable to carrying out the recruitment process. If you fail to disclose your personal data, you will be excluded from the recruitment process.
- The disclosure of your phone number and email address is voluntary. However, this information is indispensable to maintaining contact with you in the course of the recruitment process. Failure to disclose such data will result in excluding you from a group of persons subjected to closer verification.
- If your recruitment documents, including your Curriculum Vitae (CV) or cover letter, contain other data than those specified above, the lack of your consent for data processing will prevent the possibility of considering your recruitment documents during the recruitment process and the immediate removal thereof.

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.

I hereby acknowledge that I have read the above information concerning the processing of personal data by the Cracow University of Economics of persons applying for employment.

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(date and Candidate's signature)