

Information clause

1. DATA CONTROLLER

The Controller of the data processed in connection with the recruitment is DPDgroup IT Solutions sp. z o.o. (Polish limited liability company), having its registered office in Warsaw, at 26 Itńska Street, 02-135 Warsaw, Poland. The company is entered in the Register of Entrepreneurs at the District Court for the city of Warsaw, XIV Commercial Division of National Court Register, nr 0000713060, NIP (Tax Identification Number): 522-311-01-36, REGON (Polish National Business Registry Number): 369225658, share capital: PLN 31,005,000

For matters related to the processing of your personal data, you can contact us via email at dgitspl.privacy@dpdgroup.com or by traditional postal mail sent to the address provided above.

2. PERSONAL DATA PROCESSING, ITS AIM, DURATION AND LEGAL BASIS

Please be informed that in connection with the recruitment process, your personal data will be processed in accordance with the legal basis presented hereafter and for as long as it is determined by the following processing purposes:

LEGAL BASIS	PROCESSING PURPOSE	PROCESSING PERIOD
Article 6 (1) (b) of the GDPR, that is the necessity for the performance of a contract to which the data subject is party prior to entering into a contract	The aim of the processing is to conduct the recruitment in connection to the job position for which you applied and to process your data for the purposes of employment and contract administration after signing.	To this end, we will process the following data: ➤ during the on-going recruitment and no longer than 3 months after its conclusion. ➤ In the event of establishing cooperation with a selected candidate, the processing duration will be extended accordingly in agreement with the cooperation period and legal provisions.
Article 6 (1) (f) of the GDPR, that is our legitimate interests	In justified cases, your personal data may also be processed for the purposes arising from our legitimate interests, in particular from claim settlement and prevention of fraud.	To this end, we will process your data during a period connected to the limitation of certain claims, if applicable. In such a case, the Candidate will be given a detailed information clause beforehand with the personal data processing period indicated.

<p>Article 6 (1) (a) of the GDPR, that is consent to the processing of personal data</p>	<p>The purpose of the processing is considering your candidacy in future recruitments if you wish that we remain in contact and if you express voluntary consent in terms of personal data processing for the purposes of future recruitments.</p>	<p>To this end, we will process the following data:</p> <ul style="list-style-type: none"> ➤ for a year, starting from the day of expressing consent to personal data processing within future recruitments*; or ➤ until the moment you decide to withdraw the consent to personal data processing within future recruitments. <p>*Please also note that before the end of the year, we will send you an information on renewal of consent for the purposes of extending the consideration period of your candidacy.</p>
<p>Article 9 (2) (a) of the GDPR, that is consent to the processing of specific data categories</p>	<p>In case your application (e.g. CV) contains specific personal data categories, which are neither necessary nor required by law for the recruitment purposes, the legal basis for the processing of the data included in your CV is your voluntary consent.</p>	<p>To this end, we will process the following data:</p> <ul style="list-style-type: none"> ➤ during the on-going recruitment and no longer than 3 months after its conclusion or ➤ until the withdrawal of your consent.

3. TRANSFER OF DATA TO THIRD COUNTRIES AND DATA RECIPIENTS

Please be informed that in connection with the recruitment process your personal data may be shared with the following data recipient categories:

- subjects of the Controller’s capital group, in particular in connection to the recruitment conducted by the Controller for a job position in one of the companies comprising the Controller’s capital group, participation of persons from the Controller’s capital group in the recruitment process and in the event of establishing cooperation with a given candidate;
- our internal provider to whom personal data processing is commissioned for specific purposes – such subjects process your data based on a signed data processing agreement and only in accordance with provided instructions;
- subjects and organizations authorized to process data on a legal basis.

Moreover, please be informed that your personal data will not be shared with third countries (that is countries not belonging to the European Economic Area or not guaranteeing a satisfying level of data protection indicated by the European Commission).

4. RIGHTS TO WHICH YOU ARE ENTITLED IN CONNECTION WITH DATA PROCESSING

We would like to inform you that in connection with the processing of your personal data you are entitled to the following rights:

- right to access your personal data;
- right to correct your personal data;

and furthermore, if it applies and is legally binding, you are also entitled to:

- request the deletion of your data;
- request the limiting of personal data processing;
- move your data to another Controller ;
- deny the data processing – in cases where the legal basis for the processing of your personal data is our legitimate interest;
- withdraw the consent to personal data processing – in cases where the legal basis for the processing of your personal data is your consent.

In order to exercise the rights listed above, you may contact us using the data aforementioned in the point 1.

Please also be informed that in the event of concluding that your personal data is not processed in line with the law in force, you are entitled to lodge a complaint to the Polish Data Protection Commissioner.

5. INFORMATION ON AUTOMATED DECISION-MAKING

We would like to notify you that in the framework of the recruitment process, automated decision-making based on your personal data, including profiling, is not envisioned.

6. INFORMATION ON A DATA SUBMISSION REQUIREMENT

Participation in the recruitment process and the resulting personal data submission is voluntary, yet necessary, for the purposes of realizing the recruitment.