

INFORMATION CLAUSE IN THE RECRUITMENT PROCESS

According to art. 13 clause 1 and clause 2 of the Regulation of the European Parliament and of the Council of 27 April 2016 on the protection of individuals in connection with the processing of personal data (hereinafter: GDPR), I would like to inform you that:

1. The Administrator of the submitted personal data is: Energezap Sp. z o.o. with the registered office at ul. Ignacego Mościckiego 14, 24-110 Puławy (hereinafter: the Administrator). In GDPR-related cases, to obtain the information about the vested rights, method and scope of personal data processing by the Administrator, you can contact it by e-mail: energezap@energezap.pl or on the phone: 81 473 13 03.
2. The Administrator shall process personal data to pursue the legitimate interest consisting of the execution of the recruitment process, examination of applications in the recruitment process and the taking of further actions related to the recruitment (art. 6 clause 1 (f) of the GDPR).
3. The Administrator will process the personal data acquired directly from you, belonging to the category specified in art. 22 §1 of the Labour Code, i.e. first name(s) and surname, parents' names, date of birth, place of residence (correspondence address), educational attainment, employment so far and acquired licenses as well as other data you have voluntarily submitted.
4. The submitted data rejected or assigned a negative recruitment result as a result of the current recruitment action will be processed for the duration of the recruitment process and permanently deleted afterwards. Exceptions consist of the data collected during the ongoing recruitment and the data of individuals who consented to their use in future recruitment processes; in such a situation, the deadline shall be prolonged till the end of the calendar year following the year in which the data was submitted to the Administrator (art. 6 clause 1 (f) of the GDPR). The Administrator does not process personal data submitted beyond the recruitment processes defined by the Administrator for longer than necessary; this is why such data are immediately and permanently deleted.
5. To submit a correct application, please include the following consent: "I consent to the processing of my personal data contained in the submitted application subject to the terms specified in the information clause referring to the recruitment process, available under the following address:
www.energezap.pl/RODO
I have read the content of that clause and my rights under the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27.04.2016 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) (OJ EU L 119, p. 1)".
6. If you consent to the processing of your personal data after the end of the recruitment process for the needs of future recruitments, please include the following consent in your application: "I consent to the processing of personal data contained in my recruitment application by Energezap Sp. z o.o. with the registered office in ul. Ignacego Mościckiego 14, 24-100 Puławy, for the purpose of future recruitments."
7. Recipients of personal data will only include authorized employees of the Administrator (individuals dealing with the recruitment and the staff making employment decisions).
8. The collected personal data will not be transferred to any third state or international organisation.

9. The submitted personal data will not be subjected to the automated decision-making process or profiling.
10. You have the right to access the voluntarily submitted personal data, correct and delete them or limit their processing, the right to object to the processing, the right to transfer the data and to withdraw your consent at any moment with no impact on the legality of the processing that took place pursuant to your consent before its withdrawal.
11. You have the right to complain to a supervisory agency if you consider that the processing of personal data violates GDPR provisions or other regulations specifying the method of processing and protection of personal data.
12. The submission of personal data is voluntary but necessary to pursue the Administrator's legitimate interests as per art. 6 clause 1 (f) of the GDPR, i.e. the execution of the recruitment process and the failure to submit the data will result in the inability to participate in recruitments announced by the Administrator.