

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSES OF CONDUCTING RECRUITMENT PROCESSES**

Your Data Controller is Comtegra S.A. with registered office in Warsaw, ul. Puławska 474, 02-884 Warsaw, Poland (hereinafter referred to as: Company, Comtegra).

### **For what purpose and on what basis Comtegra will process personal data?**

Your personal data will be processed in order to:

- a) conduct the recruitment process on the basis of employer's right under Article 22<sup>1</sup> of the Labor Code; legal basis for the processing in above-mentioned purpose is legal obligation – Article 6(1)c GDPR in relation to labor law provisions,
- b) conduct the recruitment process, based on your consent to the processing of your personal data, i.e. personal data other than those indicated in the point above, provided in the CV, form, cover letter and other documents; legal basis for the processing in above-mentioned purpose is consent – Article 6(1)a GDPR,
- c) verify your skills and abilities needed to work in the position specified in the advertisement; legal basis for the processing in above-mentioned purpose is our legitimate interest – Article 6(1)f GDPR,
- d) prove facts and demonstrate compliance with obligations in the event of a legal need; legal basis for the processing in above-mentioned purpose is our legitimate interest – Article 6(1)f GDPR,
- e) conduct future recruitment processes, based on your consent to the processing of personal data provided in the CV, form, cover letter and other documents; legal basis for the processing in above-mentioned purpose is your consent – Article 6(1)a GDPR.

Comtegra will transfer your personal data to other entities entrusted with the processing of personal data in the name and on behalf of Comtegra. In addition, Comtegra will share your personal data with other recipients, including public authorities and entities performing public tasks or acting on behalf of public authorities, provided such obligation arises from the provisions of law.

Your data will not be transferred to third countries or international organizations.

### **Jak długo Comtegra będzie przetwarzać dane?**

- to the extent indicated in point a, b, c – your data will be processed for the time necessary to conduct recruitment process,
- to the extent indicated in point d – your data will be processed for the period of limitation of claims arising from legal provisions, as well as for the time during which the regulations require us to store data,
- to the extent indicated in point e – your personal data will be processed until the consent is withdrawn, but not longer than for a period of 12 months from the date of consent.

## **What are the rights of the data subject?**

You have the right to:

- access your personal data and to receive copies of personal data being processed;
- rectify your inaccurate personal data;
- claim data erasure (right to be forgotten) in cases referred to in Article 17 GDPR;
- obtain restriction of personal data processing in cases referred to in Article 18 GDPR;
- object to data processing in cases referred to in Article 21 GDPR;
- transfer the data provided, processed in an automated manner.

If you believe that your personal data is being processed unlawfully you may lodge a complaint with the supervisory authority - Personal Data Protection Office, ul. Stawki 2, Warsaw.

## **Contact**

Should you need any additional information related to the protection of personal data or would like to exercise your rights, please contact our Data Protection Officer: [iod@comtegra.pl](mailto:iod@comtegra.pl).