

Information note for candidates participating in recruitment processes

§1. General information

1. The Privacy Policy sets out the rules for the processing and protection of personal data in connection with submitting an application (CV) by the User for a selected job offer, available on the website: itcraftapps.com/job/
2. Within the meaning of this Privacy Policy, the User is a natural person (Candidate), submitting an application (CV) via e-mail to the selected job offer published on Administrator's website
3. The Administrator of Personal Data within the meaning of the provisions of the Parliament's Regulation 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 - „GRDP”) L 119/1 EN Official Journal of the European Union 4.5.2016. is: itCraft sp.z o.o., NIP: 5222966148, REGON: 142693160, based in Warsaw 02-222, Al. Jerozolimskie 181B, e-mail: rodo@itcraft.pl, being a Potential Employer for the User.
4. Contact in matters regarding data processing by the Administrator: rodo@itcraft.pl or to the person contacting the User for recruitment purposes (e.g. arranging a meeting).
5. The scope, purpose and period of personal data processing are set out in the following part of the Privacy Policy.

§2. The purposes of data processing by the Administrator

1. Conducting the current recruitment procedure in the field of data indicated by provisions of the labor law (Art. 221 of the Labor Code) pursuant to art. 6 sec. 1 lit. b GDPR;
2. Conducting recruitment, on the basis of your consents, including personal data provided, other than those resulting from legal provisions, in accordance with art. 6 (1) (a) a GDPR (common data) or in accordance with Art. 9 sec. 2 lit. a GDPR (data of a specific category, e.g. data on health or disability);
3. Participation in future recruitment processes, on the basis of the expressed consent (art. 6 (1) (a) a GDPR).

§3. The scope of data processed by the Administrator

1. The scope of required data: providing data resulting from art. 221 of the Labor Code is required to take part in the recruitment:
 - a. name and surname, date of birth, contact details (e.g. telephone number or e-mail address or contact details via a social networking site, e.g. LinkedIn); education, professional qualifications, previous employment history.
2. Scope of voluntary data: other scope of personal data included in the application or the application form is voluntary and may include:
 - a. other data not usually resulting from legal provisions, e.g. a photo (image of the candidate), interests, additional skills;
 - b. data of special categories (specified in Article 9 of the GDPR, e.g. concerning health or disability certificates).

§4. Data processing period

1. Candidate data will be stored:

- a. personal data will be processed until the recruitment process is completed, no longer than 6 months from the date of application.
- b. In case of consent to participate in subsequent recruitment - data will be processed until the consent is withdrawn, but no longer than for 36 months from the moment of consent by the User.

§5. Rights of the User whose data is processed

1. The User has the right to:
 - a. access to their personal data,
 - b. rectify their personal data,
 - c. remove personal data,
 - d. restrict the processing of personal data,
 - e. transfer personal data,
 - f. withdraw the consent granted, but without affecting the legality of data processing personal data before its withdrawal
2. To exercise their rights, the User should send an e-mail to the following address: rodo@itcraft.pl or to the person contacting him for recruitment purposes (e.g. arranging a meeting).
3. The User may submit a complaint to the President of the Personal Data Protection Office if they believe their rights are being violated (<https://uodo.gov.pl>).

§6. Administrator's obligations

1. The Administrator undertakes to take measures to secure the processing of personal data to the extent specified by law, and in particular undertakes to:
 - a. secure data against disclosure to unauthorized persons, removal by an unauthorized person, changes, damage or destruction,
 - b. allowing to process personal data only persons having an authorization issued by him,
 - c. ensuring control over the correctness of personal data processing,
 - d. keep records of persons authorized to process personal data, exercise special care so that persons authorized to process these data keep them secret, also after the completion of the Service, including by informing them about the legal consequences of violating the confidentiality of data and collecting declarations on the obligation to maintain the secret of these data,
 - e. keeping documentation required by law, describing the manner of personal data processing;
 - f. ensure that IT and telecommunications devices and systems used to process personal data ensure adequate security measures.

§ 7. Data recipients:

1. The administrator may entrust personal data to service or product providers acting on his behalf on the basis of a contract for entrusting the processing of personal data, requiring such entities performing activities on documented instructions, while maintaining confidentiality and protection of privacy and security of entrusted personal data
2. The recipients of the User's personal data may be:
 - a. entities cooperating with the administrator;
 - b. legal service providers;
 - c. entities providing accounting and payroll services;
 - d. entities providing insurance, health and benefit services and products;
 - e. entities delivering correspondence;
 - f. entities providing software and tools for the administrator;
 - g. entities providing archiving and documentation destruction services;
 - h. entities providing maintenance and technical support services for devices used by the administrator;

- i. entities providing IT services for the administrator;
- j. certification bodies
- k. entities (internet portals) publishing an advertisement about the initiated recruitment process in the event that you submit an application through this portal or system provider for recruitment management.

3. Users' personal data may be transferred outside the EEA and made available to international organizations. However, in the event that the administrator uses service providers outside the EEA, which have not been recognized by the European Commission as ensuring an adequate level of personal data protection, the transfer of personal data of employees of the above-mentioned entities are carried out on the basis of standard data protection clauses adopted by the European Commission, which is why they are subject to appropriate safeguards in the field of privacy protection and the rights and freedoms of the persons they relate to. A copy of the standard contractual clauses can be obtained from the administrator.

§ 8. Automated decision making

- 1. Users' personal data will not be subject to automated decision making, including profiling.