

INFORMATION CLAUSE FOR CANDIDATES TO WORK WITHIN THE PROTECTION OF PERSONAL DATA

I. Who is the controller of your personal data and how can you contact us?

The controller of your personal data contained in the application is the Institute for Chemical Processing of Coal with a registered office in Zabrze (41-803), ul. Zamkowa 1 (IChPW).

The data protection officer is Mrs. Teresa Kordas , with whom you can contact the following e-mail address: iod@ichpw.pl, by phone at +48 32 271 00 41 wew. 225, +48 600 165 573 or in writing to the address of the Administrator indicated above.

II. For what purpose and on what basis we process your personal data?

The Institute for Chemical Processing of Coal will process your personal data contained in the application documents for the following purposes:

- a. in order to carry out the recruitment process for the position you are applying for - the legal basis of the processing is the legitimate interest of the ICRP resulting from labor law provisions (Article 6 (1) (f) of the General Data Protection Regulation No. 2016/679 (" RODO ") in connection with the provisions of labor law) and the fact that data processing is necessary to take action before the conclusion of the contract (Article 6 paragraph 1 letter b) OF THE REDO), and in the field of personal data not indicated in law - the legal basis for processing is your consent (Article 6 (1) (a) and (GDP));
- b. to keep employee files to the extent to which they include declarations or documents containing personal data collected in the course of applying for employment - the legal basis is the interest of the ICRP resulting from the provisions of labor law (Article 6 paragraph 1 point f)) of the General Data Protection Regulation No. 2016/679 ("RODO") in connection with labor law provisions);
- c. c)) in order to conduct future recruitment, provided that you have consented to the processing of personal data for this purpose - the legal basis for data processing will be your consent (Article 6 (1) (a) and the RODO);
- d. for the purpose of determining, investigating or defending against claims - the legal basis for the processing of personal data will be our legitimate interest in the possibility of determining and pursuing claims (debts) or defending against such claims (Article 6 paragraph 1 letter f) RODO).

III. Who will we pass your personal data to?

We will transfer your personal data to authorized employees of IChPW.

Your personal data will not be transferred outside the territory of the European Economic Area.

IV. How long will we store your personal data?

Your personal data will be used for recruitment purposes until the recruitment process ends, and in the case of employment stored in employee files for the period required by law, and to the extent that the processing of your personal data is based on consent - until it is withdrawn.

If you have agreed to the use of personal data for the purpose of future recruitment, your data will be used for these purposes no longer than 2 years.

To the extent that your data will be processed for the performance of our legitimate interests, your data may be stored by us for the purpose of establishing or pursuing claims or defending against claims, until the claims are time-barred.

V. What are the rights associated with the processing of personal data?

You have the right to object to the processing of your personal data for reasons related to your particular situation.

You also have the following rights related to the processing of your personal data:

- the right to access your personal data, including in particular information on whether IChPW processes your personal data and the scope of your personal data held by IChPW, the purposes of data processing or the categories of recipients of your personal data;
- the right to request the rectification or addition of your incomplete personal data;
- the right to request removal of your personal data;
- the right to demand the restriction of the processing of your personal data;
- the right to request the transfer of your data, including the right to receive from the IChPW in a structured, commonly used machine-readable format (eg read on your computer) personal data about you that you provided to the IChPW, and the right to send you personal data to another administrator without any hindrance from the IChPW and the right to demand that personal data concerning you be sent by the IChPW directly to another administrator, if it is technically possible.

In order to exercise the above rights, please contact the Data Protection Officer on the e-mail address iod@ichpw.pl, by phone at +48 32 271 00 41 wew. 225, +48 600 165 573 or in writing to the address of the Administrator's office indicated in point. AND.

You also have the right to file a complaint to the President of the Office for the Protection of Personal Data.

VI. Can you withdraw your consent to the processing of personal data?

To the extent that the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. To do this, send an e-mail to: office@ichpw.pl or call +48 32 271 00 41. Withdrawal of consent does not affect the compliance with the law of processing, which was made on the basis of consent before its withdrawal.

VII. Is the provision of your personal data voluntary?

IChPW has the right to request data in the scope resulting from art. 22 (1) of the Labor Code (name (s) and surname, date of birth, contact details provided by the candidate, education (name of the school and year of graduation, profession, specialty, academic degree, professional title, academic title), supplementary education (courses, postgraduate studies, date of graduation or date of starting education in case of its duration), previous employment (periods of employment in subsequent employers and occupied positions), professional qualifications). Their failure will involve the inability to consider your candidacy in the ongoing recruitment process

You provide voluntary personal data other than those mentioned above. Their failure does not affect the course and outcome of the recruitment process.

VIII. Will you be subject to automated decision making?

We will not make decisions that rely solely on automated processing, including profiling, which would cause legal effects to you or similarly affect you significantly.