

Rules for Processing Personal Data in the Recruitment Process

Dear Candidate!

We care about your privacy, which is why below we present you with the most important information regarding the rules we apply to the processing of your personal data in the recruitment process. This information has been prepared taking into account GDPR, i.e., the General Data Protection Regulation.

PERSONAL DATA CONTROLLER

"IDEGO GROUP" SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ

Al. Zwycięstwa, nr 96/98

81-451 Gdynia

entered into the Register of Entrepreneurs of the National Court Register kept by the District Court Gdańsk-Północ in Gdańsk, 8th Commercial Division of the National Court Register, under KRS number: 0000350282, REGON: 220968398, NIP: 5862250789, with a share capital of PLN 30,000.

PERSONAL DATA AND PRIVACY

If you are interested in our job offers and intend to submit your application, you will be asked to provide us with your personal data.

Purpose of processing:

- conducting a reliable recruitment process

Legal basis for data processing:

Depending on the actions you take, these may include:

- actions taken at your request prior to entering into a contract with us (Art. 6(1)(b) GDPR),
- a legal obligation binding upon us, in particular in the case of recruitment for positions covered by subsidies and reimbursements (Art. 6(1)(c) GDPR),
- your consent – if you decide to give it (Art. 6(1)(a) GDPR),
- our legitimate interest consisting of processing data for the following purposes:
 - establishing, pursuing, or defending potential claims (Art. 6(1)(f) GDPR),
 - conducting analytical activities – in order to optimize future recruitment processes (Art. 6(1)(f) GDPR).

Data provision:

voluntary, but at the same time – in the case of data necessary to identify you and your

qualifications – necessary to consider your application; in the case of other data, providing them is also voluntary, but not necessary to consider your application – you can decide to provide us with additional data if you consider it justified.

Consequence of not providing data:

in the case of data necessary to identify you and your qualifications – inability to consider your application;

Right to withdraw consent:

at any time.

Data processing performed prior to the withdrawal of your consent remains lawful.

STORAGE PERIOD

We will process your data only for the period in which we have a legal basis to do so, i.e., until:

- the recruitment process in which you submitted your application ends, or
- a legal obligation compelling us to process your data ceases to apply, or
- the possibility of establishing, pursuing, or defending potential claims related to the recruitment process expires, or
- you withdraw your consent to data processing, if consent was the basis for it, or
- your objection to the processing of your personal data is accepted – where the basis for processing was the controller's legitimate interest, or
- in the case of consent given for processing your data for future recruitment, upon the expiration of 12 months from the date the data was provided

– depending on what is applicable in a given case and what occurs latest.

DATA SECURITY

When processing your personal data, we use organizational and technical measures in accordance with applicable legal provisions.

YOUR RIGHTS

You have the right to request:

- access to your personal data,
- rectification of your data,
- erasure of your data, or

- restriction of processing,
- data portability to another controller.

And also the right to:

- object at any time to the processing of your data on grounds relating to your particular situation – against the processing of personal data concerning you based on Art. 6(1)(f) GDPR (i.e., on legitimate interests pursued by the controller).

Contact us if you wish to exercise your rights.

If you consider that your data is being processed unlawfully, you may lodge a complaint with the supervisory authority.

EXTERNAL SERVICES / RECIPIENTS OF DATA

In connection with the recruitment process, we use the services of external entities to which your data may be transferred (solely for the purposes specified in this document).

Below is a list of potential recipients of your data:

- entities supporting us in the recruitment process, in particular Tellent Recrutee ([privacy policy](#));
- an entity providing hosting services for us*,
- an email service provider*,
- an office suite provider*,
- persons cooperating with us under civil law contracts supporting our day-to-day operations,
and in the case of establishing cooperation or taking further steps on our part to establish such cooperation, these may include:
 - an entity providing OHS (BHP) training,
 - a medical center providing preliminary medical examinations,
 - an accounting firm,
 - relevant public authorities to the extent we are obliged to make the data available to them.

TRANSFER OF PERSONAL DATA TO COUNTRIES OUTSIDE THE EUROPEAN UNION

* In connection with the above, your personal data may be transferred outside the European Economic Area. We ensure an appropriate level of protection for your data by using mechanisms provided for by GDPR, including European Commission adequacy decisions (e.g., EU-US Data Privacy Framework) or Standard Contractual Clauses.

CONTACT WITH THE CONTROLLER

Do you want to exercise your rights regarding personal data?

Or perhaps you simply want to ask about something related to our data processing rules?

Write to us at: **security@idego.io**