INFROMATION CLAUSE FOR JOB APPLICANTS AT PK KRAKOW UNIVERSITY OF TECHNOLOGY

DATA CONTROLLER



The controller of your personal data is the **PK Krakow University of Technology**, with its registered office in Kraków at 24 Warszawska Street, 31-155 Kraków, represented by the Rector of the PK Krakow University of Technology.

You may contact the controller:

- by e-mail, at: kancelaria@pk.edu.pl
- by post or in person at the controller's registered office.

DATA PROTECTION OFFICER (DPO OR IOD)

The controller has appointed a **Data Protection Officer (DPO)**, who may be contacted regarding matters related to the processing of personal data. The DPO may be contacted via:

- e-mail: **iodo@pk.edu.pl**
- telephone: **+48 12 628 31 15**
- correspondence sent to the controller's registered office;
- in person at the controller's registered office. In such a case, we encourage prior contact by e-mail in order to arrange a convenient appointment.

PURPOSES AND LEGAL BASES FOR PERSONAL DATA PROCESSING

We process your personal data for the following purposes:

Purpose of processing	Legal basis for processing
Conducting the recruitment process in connection with a published job vacancy.	Article 6(1)(b) GDPR – the data are necessary to take steps prior to entering into an employment contract as part of the recruitment process. Article 6(1)(c) GDPR – compliance with legal obligations imposed on the controller under applicable legislation (in particular Article 22^1 §1 of the Polish Labour Code). Article 6(1)(a) GDPR – explicit affirmative action constituting the candidate's consent to the processing of personal data (applicable where you provide a broader scope of personal data in your application documents than required by labour law).
Considering your application in future recruitment processes.	Article 6(1)(a) GDPR – the candidate's consent (applicable where you expressly agree that your application documents may be used in future recruitment processes).

Purpose of processing	Legal basis for processing
Archiving application documents.	Article 6(1)(c) GDPR – compliance with a legal obligation to which the controller is subject in connection with the implementation of tasks specified in the Act of 14 July 1983 on the National Archival Resource and Archives (Journal of Laws of 2020, item 164, as amended).
Establishing, pursuing, or defending against potential claims related to the recruitment process.	Article 6(1)(f) GDPR – legitimate interest consisting of pursuing claims and undertaking debt recovery activities.

PERSONAL DATA RETENTION PERIOD



Your personal data will be processed for the period necessary to achieve the purposes described above.
Depending on the legal basis, this will include in particular:

- the duration of the recruitment process;
- a maximum period of **12 months following the completion of the recruitment process**, where you have consented to participation in future recruitment processes;
- if you are employed, your personal data will continue to be processed in accordance with the retention periods applicable to employees or collaborators;
- where your application is selected and you provide documents required for employment, but no employment contract is ultimately concluded, the submitted documents and personal data will be retained only for the period necessary to complete the recruitment process and will then be deleted or destroyed, unless further retention is required by law or necessary for the establishment, exercise, or defence of legal claims.

After the above-mentioned periods, personal data will be archived for the period required by law or for the period necessary to establish, pursue, or defend claims, where applicable, and will subsequently be deleted.

RECIPIENTS OF PERSONAL DATA



Recipients of your personal data include entities providing services to the Data Controller under a personal data processing agreement, such as IT support services (including the provision and maintenance of IT systems), legal services, consultancy services, accounting services, postal and courier services, as well as recruitment service providers and platforms, occupational health service providers conducting pre-employment and workplace medical examinations (where a decision to employ the candidate is made), and entities and public authorities authorised to receive personal data under applicable laws IT services (provision and maintenance of information systems).

RIGHTS RELATED TO PERSONAL DATA PROCESSING

In connection with the processing of your personal data, you are entitled to the following rights:



- the right of access to your personal data, the right to rectification of your personal data, the right to erasure of your personal data in cases provided for by law, the right to restriction of processing, the right to object where the processing of your personal data is based on the Controller's legitimate interests, the right to data portability, and the right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal;



- if you believe that your personal data are being processed in a manner that does not comply with applicable laws, you also have the right to lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych). Before exercising this right, however, we encourage you to contact our Data Protection Officer (DPO) in order to clarify any concerns.

OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary; however, failure to provide such data will prevent you from participating in recruitment processes. As a general rule, the Controller does not transfer your personal data to a third country or an international organisation. Your personal data will not be subject to automated decision-making, including profiling.