

**Apator Rector Sp. z o.o. Information Notice for Job Applicants**

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council 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, hereinafter: the Regulation) Apator Rector Sp. z o.o. provides the following information:

<b>Data Controller</b>	<b>Apator Rector Sp. z o.o.</b>  17B Wroclawska Street, 65-427 Zielona Góra
<b>Contact details of the Controller</b>	You can contact the Controller: <ul style="list-style-type: none"> <li>• in person</li> <li>• or via email: <a href="mailto:apator.ector@apator.com">apator.ector@apator.com</a></li> <li>• by telephone: +48 56 619 13 64</li> <li>• in writing: ul. Wroclawska 17B, 65-427 Zielona Góra</li> </ul>
<b>Data Protection Officer</b>	A Data Protection Officer has been appointed at Apator Rector Sp. z o.o., who can be contacted: <ul style="list-style-type: none"> <li>• in writing to the Controller's address,</li> <li>• by email: <a href="mailto:iod@apator.com">iod@apator.com</a></li> </ul> The Data Protection Officer may be contacted regarding all matters relating to the processing of personal data and the exercise of rights under the Regulation.
<b>Source of data</b>	The Controller obtains your personal data: <ul style="list-style-type: none"> <li>• directly from you</li> <li>• from other sources, e.g. recruitment agencies, job portals</li> </ul>
<b>Categories of data</b>	The Controller processes, in particular, the following categories of your personal data: <ul style="list-style-type: none"> <li>• identification data (e.g. first name, surname),</li> <li>• contact details (e.g. home address, telephone number, email address),</li> <li>• data relating to professional or business activities (e.g. employment details, qualifications, education),</li> <li>• financial data (e.g. data regarding expected salary).</li> </ul>
<b>Purposes of processing and legal basis for processing</b>	The Data Controller will process your data for the purpose of: <ol style="list-style-type: none"> <li>1) carrying out the recruitment process (legal basis: Article 6(1)(b) of the Regulation in conjunction with the Labour Code, and your consent where you have also provided optional data (legal basis: Article 6(1)(a) of the Regulation)),</li> <li>2) carrying out future recruitment processes, should you give your consent (Article 6(1)(a) of the Regulation),</li> <li>3) conducting competence, personality or similar tests, where you have given your consent (Article 6(1)(a) of the Regulation ),</li> <li>4) fulfilling the legal obligations incumbent on the Controller (legal basis: Article 6(1)(c) of the Regulation in conjunction with the provisions of the Labour Code).</li> <li>5) to verify your qualifications and skills and to determine the terms of cooperation, which constitutes the Controller's legitimate interest (legal basis: Article 6(1)(f) of the Regulation).</li> </ol>
<b>Period for which the data will be stored</b>	Your personal data will be stored: <ol style="list-style-type: none"> <li>1) for the duration of the recruitment process and for a period of 6 months following its completion,</li> <li>2) if you consent to participating in future recruitment processes – until you withdraw your consent, but for no longer than 24 months,</li> <li>3) for the purposes of fulfilling the legal obligations incumbent on the Controller – for the period during which the law requires the Controller to retain the documentation.</li> </ol>
<b>Recipients of the data</b>	For the purposes set out above, your personal data may be disclosed by the Controller to entities authorised to receive personal data under the relevant legal provisions, to entities providing the Controller with ICT or technical services, legal or advisory services, and to other entities processing personal data on the Controller's behalf.
<b>Profiling and automated decision-making</b>	Your personal data will not be processed by automated means, including profiling.
<b>Rights of the data subject</b>	In accordance with the Regulation, you have the right to: <ol style="list-style-type: none"> <li>1) obtain confirmation as to whether your data is being processed by the Controller, as well as the right to access your data (Article 15 of the Regulation),</li> <li>2) rectify and complete your data (Article 16 of the Regulation),</li> <li>3) erase your data (Article 17 of the Regulation),</li> </ol>

	<p>4) request the restriction of the processing of your data (Article 18 of the Regulation),  5) to have your data transferred (Article 20 of the Regulation).</p> <p>You have the right to object at any time – on grounds relating to your particular situation – to the processing of your data for the purposes of the Controller’s legitimate interests. In such a case, the Controller may process your data provided that it demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or grounds for the establishment, exercise or defence of legal claims (Article 21(1) of the Regulation).</p> <p>To the extent that the basis for the processing of your personal data is consent, you have the right to withdraw it. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.</p> <p>You also have the right to lodge a complaint with the President of the Personal Data Protection Office if you suspect that the processing of your personal data infringes data protection regulations.</p>
<p><b>Transfer of data to a third country or an international organisation</b></p>	<p>Your personal data will not be transferred to a third country or an international organisation.</p>
<p><b>The provision of personal data processed by the Controller is voluntary but necessary for participation in the recruitment process. Failure to provide this data will result in your application not being considered in the recruitment process. The provision of personal data other than that specified in labour law is voluntary.</b></p>	