

Kancelaria Radcy Prawnego
Mateusz Jasiński
Marynarki Polskiej Street 163
80-868 Gdansk

INFORMATION ON THE PROCESSING OF JOB APPLICANTS' PERSONAL DATA IN THE JASIŃSKI LAW FIRM BASED IN GDAŃSK

I. Administrator of your personal data

The administrator of your personal data is us, i.e. Kancelaria Radcy Prawnego Mateusz Jasiński with its registered office in Gdańsk, ul. Marynarki Polskiej 163, 80-868 Gdańsk, NIP 5842452225, REGON 220143700, ("**Administrator**").

II. Contact details of the Administrator

Address for correspondence: ul Marynarki Polskiej 163, 80-868 Gdańsk

Email address: rodo@jasinski-kancelaria.pl

Telephone number: 798 280 844

III. Purposes and grounds for processing personal data

We process your personal data for:

1. to take action at your request prior to the conclusion of an employment contract, civil law contract, cooperation agreement - the legal basis for the processing of your personal data is Article 6(1)(b) of Regulation (EU) 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 ("**GDPR**");
2. fulfilment of legal obligations - the Labour Code Act of 26 June 1974 related to the recruitment process (in the case of employee candidates); the legal basis for the processing of personal data is Article 6(1)(c) GDPR, i.e. the fulfilment of legal obligations incumbent on us;
3. to carry out the recruitment process - to the extent of data provided voluntarily and not required by law; the legal basis for the processing of personal data is Article 6(1)(a) GDPR, i.e. your consent.

IV. Recipients of the data

We will transfer your personal data:

- (i) entities providing services to us in connection with our recruitment process,
- (ii) to providers of IT systems, IT services and telecommunications,
- (iii) entities providing archiving or document shredding services.

V. Transfer of data to a third country

We will not transfer your data outside the European Union or to international organisations .

VI. Data retention period

We will process your personal data for the duration of the recruitment process.

VII. Your rights

You have the following rights under the GDPR:

1. **The right to access** your data and to receive a copy of it;
2. **The right to rectify** (amend) your data that is inaccurate;
3. **The right to erasure** - if you believe that there are no grounds for us to process your data, you can request that we erase it;
4. **The right to restrict processing** - you have the right to request the restriction of processing if:
 - a) we have inaccurate data about you (for a period of time to allow us to check the accuracy of the data) or
 - b) we process your data unlawfully, but you do not want us to delete it or
 - c) we no longer need your data for the purposes of processing, but you need them to establish, assert or defend your claims.

If processing is restricted, then we will only be able to process your data, with the exception of storage, with your consent or in order to establish, assert or defend claims or to protect the rights of another natural or legal person;

5. **Right to data portability** - you have the right to receive from us in a structured, commonly used, machine-readable format the personal data relating to you that you have provided to us and you can instruct us to send that data to another controller;
6. **The right to lodge a complaint with a supervisory authority** - if you believe that we are processing your data unlawfully, you have the right to lodge a complaint with a supervisory authority (the President of the Office for Personal Data Protection);
7. **The right to withdraw consent to the processing of personal data** - you have the right to withdraw your consent to the processing of those personal data which we process on the basis of your consent at any time. However, revoking your consent does not affect the lawfulness of the processing we have carried out on the basis of your consent and before revoking it.

If you wish to exercise your rights, please contact us at the address shown above.

VIII. Information on whether the data are required or voluntary

Your provision of personal data is necessary in order to carry out the recruitment process and to conclude the contract constituting the basis of employment with the Administrator, and in the case of an employment contract, also required by law. Failure to provide the data will result in your recruitment application not being considered for recruitment.

With regard to data that is not necessary for the recruitment process and the conclusion of a contract or that is not required by law, the provision of personal data is voluntary and takes place through your consent to the processing of such personal data.

IX. Automated data processing and profiling

We do not make decisions about you by automated means or based on profiling.