



INFORMATION OBLIGATION

Below you will find all the necessary information regarding the processing of your personal data:

Who is the controller of my data?	The controller of your personal data is EL-CAB Sp. z o.o. with its registered office: ul. Obornicka 37, Bolechowo – Osiedle, 62-005 Owińska, entered into the register of entrepreneurs kept by the District Court for Poznań, 8 th Commercial Division of the National Court Register under KRS no.: 0000046624, Tax Identification No. NIP: 777-10-36-583, Business Registry No. REGON: 630484668.	
Who can I contact in the matters related to the processing of my personal data?	Please be advised that we have not appointed a Data Protection Officer, but in all the matters related to the processing of your personal data, you can contact us at: rodo@el-cab.com.pl	
What is the scope of your personal data processed by us?	The personal data of job candidates are processed to the extent it is justified in the applicable regulations or the candidate's consent. The scope of the data may also include data of specific categories, in particular when the post is intended for persons with a disability certificate.	
	Purpose of processing	Legal basis (full names of legal acts can be found at the end of the form)
What is the purpose of personal data processing	Your personal data indicated in the Labour Code or other specific laws (according to the requirements of the job post) are processed pursuant to the law and their provision is required to participate in the recruitment. Other personal data (e.g. image) are processed based on your voluntary consent, which you expressed by sending us your recruitment application; provision of such data does not affect the possibility of participation in recruitment.	Art. 6(1)(a) of GDPR and Art. 6(1)(c) of GDPR
	Also, we may process your personal data in the recruitment application for the purpose of establishing, investigating or defending against claims if the claims relate to our recruitment. To this end, we will process your personal data based on our legitimate interest, i.e. establishing, investigating or defending against claims in	Art. 6(1)(b) and (f) of GDPR as the so-called legitimate interest of the controller, namely pursuing our claims and protection of our rights



	proceedings before courts or state authorities.	
Who are my personal data transferred to?	We may transfer your personal data to the providers of the services comprising publication of job advertisements, providers of recruitment management systems, recruiters working for us, providers of IT services (e.g. hosting), providers of IT systems, as well as legal advisors cooperating with us in the area of pursuing or defending claims.	
Are my data transferred outside the European Union?	Given that we use services of other providers, e.g. regarding ICT solutions – e.g. Microsoft Inc., your data may be transferred outside the European Union to the USA. We assure you that in such case, data will only be transferred to the entities certified under the Privacy Shield or based on a relevant agreement between us and this entity, containing standard data protection clauses adopted by the European Commission.	
How long are my personal data processed?	Your data will be processed for the duration of the recruitment and 1 month after its completion; if you have agreed to participate in future recruitment processes, then the data will be processed in accordance with the consent clause. If you did not indicate this date in the consent clause, your data will be processed in recruitments for a period of 1 year of the date of providing us with the data.	
Is it my obligation to provide data?	We will not be able to process your application documents if you do not include in them a consent clause to the processing of your data in the recruitment process. Expressing consent to participation in future recruitment processes is voluntary.	
What are my rights?	As the controller of your data, you have the right to access your data, to can correct them, request their removal or limit their processing, as well as withdraw your consent to their processing. You can also use the right to object to the processing of your data and the right to transfer data to another data controller. If you want to exercise any of these rights – please contact us via the e-mail address provided above. Please be advised you that you have the right to lodge a complaint with the body supervising compliance with personal data protection regulations.	
Automation of decision making, including profiling	One of the ways we process personal data is through the so-called profiling. We can automatically filter the information you provide in the recruitment process in order to contact and conduct interviews with selected candidates. However, you have the right not to be subject to such decision and to demand human interference, which we shall provide. All you need to do is contact us at the e-mail address provided above.	