

INFORMATION ON PERSONAL DATA

Based on Art. 13 of the GDPR*, we hereby inform you that the data controller is Global Work Spółka z ograniczoną odpowiedzialnością with its registered office in Zabrze, ul. Padlewskiego 6. Correspondence address: 41-800 Zabrze, ul. Padlewskiego 6. E-mail: info@globalwork.com.pl

Your personal data will be processed by Global Work Sp. z o.o. on the basis of Art. 6(1)(a), (c), (f) of the GDPR in conjunction with Art. 221.1 of the Labour Code and Art. 23.1.2 of the Act ** for the following purposes:

- your recruitment based on the data controller's legal obligation (Art. 6(1)(c) of the GDPR). Personal data are disclosed voluntarily, but they are necessary to take part in recruitment.
- future recruitment you will take part in (Art. 6(1)(a) of the GDPR). Personal data are disclosed voluntarily, but they are necessary to record your data in the base of job applicants.
- We can also process your personal data given in the recruitment application to establish, exercise or defend claims related to our recruitment process. For that purpose, we will process your personal data on the basis of our legitimate interest consisting in the establishment, exercise and defence of claims in proceedings conducted before courts and public authorities. The processing is based on the data controller's legitimate interest (Art. 6(1)(f) of the GDPR).

We process personal data referred to in the Labour Code or other legal regulations (including, without limitation, your first name, surname, professional experience, education) on the basis of legal regulations.

Personal data retention period

- a) Till the withdrawal of the consent if the data are processed on the basis of the consent.
- b) Ongoing recruitment: for up to 1 year from the end of recruitment.
- c) Future recruitment: for up to 2 years from the consent date.
- d) If the data cannot be updated.
- e) For the period corresponding to the limitation period.

Source of personal data:

The data are obtained from you during recruitment.

Type of personal data acquired from you: first name and surname, telephone number, e-mail address, education, professional career, other data given in your CV, subject to your prior consent.

Your rights related to your personal data:

- 1) Right to access and correct your personal data;
- 2) Right to data portability;
- 3) Right to data rectification;
- 4) Right to make a reasonable written request to stop the processing of your data;
- 5) Right to object to the processing;
- 6) Right to restriction of processing;
- 7) Right to erasure;
- 8) Right to withdraw your processing consent at any time;
- 9) Right to lodge a complaint with the supervisory authority.

Categories of data recipients:

- authorised business partners and end customers of Global Work Sp. z o.o. in connection with recruitment and employment, based on the legitimate interest of Global Work Sp. z o.o. consisting in the improvement and acceleration of recruitment;
- authorised suppliers of software and IT services.

Apart from the above entities, your data may only be shared with entities authorised thereto by law.

In addition, let us inform you that your data will not be used for the purpose of profiling or automated decision making. The Company will not transfer your data to third countries outside the European Economic Area, either.

**Regulation of the European Parliament and of the Council (EU) 2016/679 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 (General Data Protection Regulation).*

***Personal Data Protection Act of 10 May 2018 (uniform text: Journal of Laws No. 2018.1000).*