

**Information clause on the processing of personal data of candidates  
for employment at the Christian Theological Academy**

Pursuant to Article 13 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 – referred to as GDPR, the Christian Theological Academy in Warsaw informs:

1. The Administrator of your personal data is the Christian Theological Academy in Warsaw with its seat at 48 Broniewskiego Street, 01-771 Warsaw (tel./fax 22 831-95-97 e-mail: [chat@chat.edu.pl](mailto:chat@chat.edu.pl)), as the employer, whose activities in the field of labour law are performed by the Rector of the Christian Theological Academy
2. The Administrator has appointed a Data Protection Officer who can be contacted in all matters relating to the processing of your personal data by e-mail, at [iod@chat.edu.pl](mailto:iod@chat.edu.pl).
3. Your data will be processed for the purpose of carrying out the recruitment process, on the basis of the provisions of the Labour Law (Article 6(1)(c) of the GDPR). Data not required by law, provided by you in the documents you submit, will be processed on the basis of your consent, for which their submission will be considered (Article 6(1)(a) of the GDPR).
4. In the scope of information indicated in the announcement as necessary, in accordance with the Labour Code - providing data is mandatory and necessary to participate in the recruitment process. Failure to provide such data may prevent participation in the recruitment process. Providing data other than that indicated in the announcement as required does not affect the recruitment process and is not necessary.
5. Consent to the processing of personal data may be withdrawn at any time without affecting processing that has taken place before the withdrawal.
6. Your personal data may only be provided to entities which are entitled to receive such data by law. In addition, your data may be made available to couriers, postal operators and entities with which the Christian Theological Academy has entered into a contract for the provision of maintenance services for the IT systems used in the data processing.
7. Your personal data will be processed in paper and electronic form on the basis of legal provisions, for the period necessary for the purposes of processing in accordance with the archiving regulations in force at the Ministry of Science and Higher Education.
8. You have the right to request access to your personal data from the Administrator and the right to have it corrected. You also have the right to request erasure or restriction of processing, as well as to object to processing, but only if further processing is not necessary for the fulfilment of a legal obligation by the Administrator and there are no other overriding legal grounds for processing.
9. You have the right to lodge a complaint with the President of the Office for Personal Data Protection, Stawki 2 00-193 Warszawa, [www.uodo.gov.pl](http://www.uodo.gov.pl).
10. Your data will not be shared with a third country or an international organisation.
11. Your data will not be subject to profiling or automated decision-making.