

Information relating to personal data processing

Data Controller

The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw, as the employer, is the Controller of your personal data processed as part of the recruitment process.

You can contact the Controller:

- via mail: University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw (indicate the organizational unit that is the addressee of the correspondence);
- by phone: 22 55 20 000.

Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: iod@adm.uw.edu.pl. You may contact the DPO in all the matters regarding the processing of your personal data by the University of Warsaw and executing your rights related to personal data processing.

However, the DPO's duties shall not include other matters, such as conducting job recruitment, receiving recruitment documents, providing information on ongoing job recruitment.

Purpose of and legal basis for processing

Personal data of job candidates will be processed only for the purposes of recruitment.

Your personal data within the scope indicated in the labor law¹ (*name(s) and surname, date of birth, contact details provided by you, education, professional qualifications, professional experience*) will be processed for the purposes of conducting the ongoing recruitment procedure², while other data³ will be processed based on your consent, which may have the following wording:

I hereby agree for the University of Warsaw to process my personal data included in (e.g. CV, cover letter or other documents attached) for the purposes of my participation in the recruitment process.

If documents include the data mentioned under Article 9(1) of the GDPR (special categories of personal data), you need to consent to their processing⁴; such consent may have the following wording:

I hereby agree for the University of Warsaw to process special categories of personal data mentioned under Article 9(1) of the GDPR that were included in (e.g. CV, cover letter or other documents attached) for the purposes of my participation in the recruitment process.

If you agree, the University of Warsaw will process your personal data also as part of future recruitment of employees⁵; such consent may have the following wording:

¹ Article 22¹ of the Labor Code Act dated 26 June 1974 (Polish Journal of Laws of 2018, item 917 as amended);

² Article 6(1)(b) of the 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 (General Data Protection Regulation) (OJ L 119 of 4 May 2016, p. 1 as amended) (hereinafter referred to as the GDPR);

³ Article 6(1)(a) of GDPR;

⁴ Article 9(2)(a) of the GDPR.

⁵ Article 6(1)(a) of GDPR;

I hereby agree to the processing of my personal data for the purposes of future recruitment conducted by the University of Warsaw over the next nine months.

You can withdraw the abovementioned consents at any time by sending an e-mail to:
.....

Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal⁶

Data retention period

Your personal data collected as part of an ongoing recruitment process will be stored for three months from the end of the recruitment process.

If you consent to the use of your personal data for the purposes of future recruitment, your data will be used for the period of nine months.

Data recipients

Access to your personal data will be provided to authorized employees of the Controller who must process personal data as part of their professional duties and tasks.

Entities that the Controller commissioned to perform certain activities, such as, entailing the necessity to process personal data may be data recipients.

Data transfers outside of the European Economic Area (EEA)

Your personal data shall be made available to authorized parties pursuant to the provisions of law. You can enroll with the use of Google Forms. Your data shall be processed by Google, our G-Suite for education service provider at their data processing centers.⁷

Rights of data subjects

According to the principles specified by the GDPR, you have the right to:

- access your data and receive its copy,
- rectify (correct) your personal data;
- restrict personal data processing;
- erase personal data (subject to Article 17(3) of the GDPR);
- lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the law.

Information on the data provision requirement

Provision of your personal data within the scope resulting from legal regulations is necessary for participation in the recruitment procedure. Providing other personal data is voluntary.

⁶ Article 7(3) of the GDPR.

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>