

GDPR

Information on the processing of personal data

Information on the processing of personal data – employee recruitment

PERSONAL DATA ADMINISTRATOR:

Europrofil Sp. z o.o., ul. Zielona 11, 11 - 015 Olsztynek, no. phone: 89 512 32 22, e-mail: sekretariat@europrofil.co

PURPOSE OF DATA PROCESSING:

Consideration of the submitted recruitment documents and contact in further recruitment procedures.

DATA THAT WE PROCESS AND LEGAL BASIS:

Providing data containing: first name (s) and surname, date of birth, contact details (any: address for correspondence, e-mail address or telephone number), education, professional qualifications, and the course of previous employment is obligatory and results from the Labor Code. We will process this data on the basis of art. 6 sec. 1 point c of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of the natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (hereinafter referred to as GDPR).

However, providing additional data, such as photos included in the CV, information about health, disability, family, economic, social situation or interests is voluntary. We will process this data on the basis of your consent in accordance with art. 6 sec. 1 point a or art. 9 sec. 2 point a GDPR. Lack of this data will not exclude you from the recruitment procedure.

TIME OF PERSONAL DATA PROCESSING:

- 1) In the event of failure to meet the formal requirements, your documents will be immediately destroyed and the e-mail containing the documents will be irretrievably deleted.
- 2) After the recruitment process is completed and the candidate selection is announced, the documents of the unemployed who have not consented to the processing of data in future recruitments will be destroyed immediately after the recruitment process for a given position is completed. Information on the processing of personal data - recruitment of employees PERSONAL DATA ADMINISTRATOR: Europrofil Sp. z o.o., ul. Zielona 11, 11 - 015 Olsztynek, phone number: 89 512 32 22, e-mail: sekretariat@europrofil.co (hereinafter: the Company).

- 3) The documents of persons who have not been employed, but have consented to the processing of data in future recruitments, will be stored until the end of the year following the year of sending the offer, and then they will be permanently destroyed.
- 4) The documents of the person who will become an employee are included in the personal files and are processed in accordance with the law.

INFORMATION ABOUT RECIPIENTS OF PERSONAL DATA:

Your personal data may be disclosed to entities performing tasks for Europrofil Sp. z o.o., such as software suppliers, only to ensure their efficient operation in compliance with the principles of personal data protection and confidentiality of processing.

HOLDING RIGHT:

The expressed consent may be withdrawn at any time in writing, sent to the Administrator's address or to the e-mail address: sekretariat@europrofil.co Withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

In addition, you have the right to access your personal data, rectify it, delete it and limit its processing. You have the right to lodge a complaint with the supervisory body of the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, if you believe that the data is processed contrary to the provisions of the GDPR.

GDPR

Information on the processing of personal data

Information on the processing of personal data – employees working under a contract of employment

PERSONAL DATA ADMINISTRATOR:

Europrofil Sp. z o.o., ul. Zielona 11, 11 - 015 Olsztynek, no. phone: 89 512 32 22, e-mail: sekretariat@europrofil.co

PURPOSE, TIME AND LEGAL BASIS OF PROCESSING OF PERSONAL DATA

Implementation of the employer's tasks. Your personal data is processed:

1. na podstawie art. 6 ust. 1 lit. c oraz art. 9 ust. 2 lit. b

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 regulation on data protection) (hereinafter referred to as the GDPR):

- for the proper performance of the employer's obligations, in particular on the basis of the Labor Code, the Personal Income Tax Act, the Act on the Social Insurance System, the Accounting Act, the Act on the Promotion of Employment and Labor Market Institutions and other provisions regulating the relationship between the employer and employee and methods of keeping documentation in this area,
- in this case, providing personal data is mandatory, which results from legal provisions, and failure to provide this data will make it impossible to fulfill your rights.
- for the period required by law throughout the employment period and for:
 - 10 years of employees employed after December 31, 2018.
 - 50 years of employees employed before 01/01/2019 from the end of the employment relationship, in accordance with the provisions on archiving documents.
- in order to ensure the safety or protection of the Company's property by video monitoring, in accordance with the provisions of the Labor Code,
- personal data will be processed for no longer than 90 days. In a situation where the recordings could constitute evidence in the case, they will be stored until the end of the final and binding proceedings

2. on the basis of art. 6 sec. 1 point b GDPR:

- in order to prepare, implement and settle an employment contract or other civil law contracts concluded with employees,
- in this case, providing personal data is obligatory to conclude a contract,
- the data will be stored for the duration of the contract and until the end of the limitation period for potential claims under the contract,

INFORMATION ABOUT RECIPIENTS OF PERSONAL DATA:

Personal data may be disclosed to entities performing tasks for and on behalf of the personal data administrator, such as:

- postal operator
- Polish Post,
- IT system providers to ensure the lawful and safe processing of personal data,
- an employee of the OHS service, among others, in order to conduct training and issue certificates,
- training companies to organize training and issue certificates or attestations,
- occupational medicine physician in order to issue a certificate confirming that there are no contraindications to work.

Each time the disclosure of data is carried out in accordance with applicable law, including on the basis of entrusting the processing of personal data to entities acting on behalf and for the administrator.

HOLDING RIGHT:

In connection with the processing of your personal data, you have the right to request access to your personal data, rectify it, delete it or limit its processing. The right to transfer data to the extent that they are processed in IT systems for the purpose of concluding, executing and performing a contract or on the basis of expressed consent.

You have the right to lodge a complaint with the supervisory body of the President of the Personal Data Protection Office in Warsaw, if you believe that the data is processed contrary to the provisions of the GDPR.