

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA IN HATOMI Sp. z o.o. - JOB APPLICANTS**

With regard to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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) ("**RODO**"), we inform you that:

### **Data controller**

The administrator of the personal data of persons who have submitted their recruitment application to HATOMI Sp. z o.o. in connection with the recruitment of employees is HATOMI Sp. z o.o. with its registered office in Warsaw (44 Domaniewska Street, 02-672 Warsaw) (the "**Administrator**").

### **Contact to the Administrator**

If you have any questions about data protection, please contact us at our registered office address or directly by email - email address: [biuro@hatomi.pl](mailto:biuro@hatomi.pl).

### **Categories and types of personal data**

The Administrator processes the personal data made available to him/her, as indicated in the Act of 26 June 1974 Labour Code ("**Labour Code**"), executive acts to the Labour Code or other specific provisions, such as: name and surname, education, professional qualifications, course of previous employment. Providing them is necessary to take part in the recruitment.

We process other personal data (e.g. image) on the basis of voluntary consent given by the candidate when sending the Administrator his/her recruitment application - the provision of such data does not affect the possibility of participation in the recruitment. It is possible to withdraw consent in the above-mentioned scope at any time by contacting [biuro@hatomi.pl](mailto:biuro@hatomi.pl).

### **Source of personal data**

Your personal data has been obtained in connection with the process either directly from you or indirectly through recruitment support providers.

### **Legal basis and purpose of personal data processing**

Personal data is processed by the Administrator on the basis of:

- a) Article 6(1)(c) of the RODO - i.e. when the processing is necessary for the fulfilment of a legal obligation incumbent on the Administrator, on the basis of Article 22 (1) of the Labour Code (and regulations implementing the Labour Code),
- b) Article 6(1)(f) RODO - i.e. for the purposes of the legitimate interests pursued by the Administrator, which the Administrator considers in particular to be: the establishment, investigation and defence of claims.

In the event that you provide the Administrator with personal data other than those specified in Article 22 (1) of the Labour Code (and the regulations implementing the Labour Code), the Administrator will assume that you give your consent to the processing of such data, and thus their processing will take place on the basis of Article 6(1)(a) of the RODO.

If you provide the Administrator with personal data referred to in Article 9(1) of the RODO (e.g. information on the degree of disability), the processing will take place on the basis of your consent, pursuant to Article 9(2)(a) of the RODO.

### **Recipients of personal data**

Recipients of personal data may be, in particular, entities processing personal data on behalf of and at the request of the Controller for the purposes of providing consultancy, auditing, accounting, archiving and document destruction, marketing and IT services such as hosting, provision and maintenance of IT systems.

### **Transfer of data to a third country or to international organisations**

The Administrator does not intend to transfer your personal data to third countries (i.e. countries which do not belong to the European Economic Area) or to international organisations.

## **Period of retention of personal data**

We process your personal data for the purpose of recruitment for a period of 60 days and, if in addition you have given your consent to participate in future recruitments, for a period of 6 months. After this time, your data will be stored for the period necessary to comply with legal obligations and to establish the existence, assertion or defence of claims, in particular those arising from the running of the period of limitation of claims.

## **Your rights**

You have the right of access to your personal data, the right to rectification of your personal data and, in addition, insofar as applicable and in accordance with applicable law, you have the right to:

- a) request the deletion of personal data;
- b) request the restriction of the processing of personal data;
- c) transfer of data to another controller;
- d) object to the processing.

In addition, you have the right to lodge a complaint with the President of the Office for the Protection of Personal Data, with its registered office in Warsaw, ul. Stawki 2 (by letter: ul. Stawki 2, 00-193 Warsaw, via the ePUAP electronic sub-box of the Office for the Protection of Personal Data: /UODO/SkrytkaESP, by telephone: 22 531 03 00) in case the processing of personal data is considered to violate the provisions of RODO.

You have the right to withdraw your consent to data processing, to the extent that the processing is based on consent. The withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of consent before its withdrawal

## **Information on automated decision-making**

No automated decision-making, including profiling, will take place on the basis of your personal data.