**Information on personal data processing**

**Controller**

Controller of your personal data processed in connection with the recruitment process is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

You can contact the Controller:

* by post: Uniwersytet Warszawski, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (name the organisational unit to which your letter is addressed);
* by phone: 22 55 20 000.

**Data Protection Officer (DPO)**

The controller has designated a Data Protection Officer whom you may contact via email at [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on the current recruitment process.

**Purpose and legal grounds of data processing**

Personal data of candidates for employment shall be processed for recruitment purposes only.

**Your personal data shall be processed in the scope as indicated by employment law**:**[[1]](#footnote-1)** *(given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment history)* **for the purposes of this recruitment process without an additional consent, pursuant to the Labour Code**[[2]](#footnote-2), whereas other data[[3]](#footnote-3) shall be processed based on your consent which may take the following wording:

|  |
| --- |
| *I agree that my personal data provided in the attached application documents will be processed by the University of Warsaw for the purpose of my participation in the recruitment process.* |

If your documents include data as mentioned in Article 9, section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data,[[4]](#footnote-4) which may take the following wording:

|  |
| --- |
| *I agree that special categories of personal data, as mentioned in Article 9, section 1 of the GDPR, provided in the attached application documents, will be processed by the University of Warsaw for the purpose of my participation in the recruitment process.* |

The University of Warsaw shall also be processing your personal data in future recruitment processes upon your consent,[[5]](#footnote-5) which may take the following wording:

|  |
| --- |
| *I agree to the processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next ... months.* |

You may revoke all such consents at any time by, for example, sending an email to iod@adm.uw.edu.pl

Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal.[[6]](#footnote-6)

**Data retention period**

Your personal data collected in this recruitment process shall be stored for a period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period you have specified.

**Data recipients**

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

The recipients of your data may also be entities to which the Controller orders the performance of specific activities, which involve the need to process personal data.

Your personal data may be disclosed to entities authorised on the basis of legal provisions.

**Data transfer outside the European Economic Area (EEA)**

Your personal data may also be processed by our provider of Google for Education by Google Company in their data processing centres.[[7]](#footnote-7) Please be advised that any transfer of personal data complies with the legislation governing the protection of personal data pursuant to the European Commission Implementing Decision of 10 July 2023 on the adequate level of protection of personal data under the Data Privacy Framework[[8]](#footnote-8).

**Rights of the data subjects**

Under the GDPR, you have the following rights:

* to access data and to receive copies of the actual data;
* to correct (rectify) your personal data;
* to restrict processing of personal data;
* to erase personal data, subject to provisions of Art. 17, section 3 of the GDPR;
* to file a claim with the President of the Personal Data Protection Office, if you believe data processing violates the law.

**Information on the requirement to provide data**

Providing your personal data in the scope resulting from the law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

1. Article 221 of the Act of 26 June 1974, of the Labour Code (Journal of Laws of 2018, item 917, as amended); [↑](#footnote-ref-1)
2. Article 6, section 1, letter b of the 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) (Official Journal of the European Union L 119 of 04 May 2016, p. 1, as amended) (hereinafter referred to as the “GDPR”); [↑](#footnote-ref-2)
3. Article 6, section 1, letter a of the GDPR; [↑](#footnote-ref-3)
4. Article 9, section 2, letter a of GDPR. [↑](#footnote-ref-4)
5. Article 6, section 1, letter a of the GDPR. [↑](#footnote-ref-5)
6. Article 7, section 3 of the GDPR. [↑](#footnote-ref-6)
7. <https://www.google.com/about/datacenters/inside/locations/index.html> [↑](#footnote-ref-7)
8. <https://commission.europa.eu/document/fa09cbad-dd7d-4684-ae60-be03fcb0fddf_en> [↑](#footnote-ref-8)