

## **IT Kontrakt Privacy Policy resulting from GDPR**

GDPR - the Regulation of the European Parliament and the Council of the European Union (2016/679) of April 27 2016 with respect to the processing of personal data and the free flow of such data, as well as the repealing of Directive 95/46/WE; (general data protection regulation, EU Official Journal UE L 119/1), Civil Code - the act of April 23, 1964, Civil Code (consolidated text - Journal of Laws of 2017, item 459 as amended),

### **Who is the Administrator of Personal Data?**

The Administrator is a body, institution, organisational unit, entity, or person that decides on the purposes and means of Personal Data Processing, meeting conditions necessary for it to be deemed “administrator” pursuant to the provisions of GDPR. The Administrator of Personal Data IT Kontrakt Sp. z o.o., with its registered office in Wrocław, 66 Gwiaździsta str. , postcode: 53-413 Wrocław, entered into the Register of Entrepreneurs in the District Court for Wrocław-Fabryczna in Wrocław, 6<sup>th</sup> Economic Department of the National Court Register under KRS number: 0000210937, NIP (Tax Payer ID): 8992509595.

### **Contact with respect to personal data**

The person to be contacted about personal data protection Administrator’s Personal Data Protection Inspector - [odo@itkontrakt.pl](mailto:odo@itkontrakt.pl)

### **What Personal Data do we process at IT Kontrakt?**

Personal data is information concerning an identified or identifiable natural person stored in Data Sets. At IT Kontrakt, we process the following information:

- first name (names) and surname;
- parents’ first names;
- date of birth;
- place of residence (address for correspondence);
- education;
- employment history;
- phone number;
- e-mail address;
- image.

### **What is the purpose of processing Personal Data at IT Kontrakt?**

Personal Data is processed in accordance with GDPR for the purpose of entering personal data into the

Administrator's database and processing it to carry out processes related to human resources, marketing, as well as the execution of agreements and fulfilment of the Administrator's obligations arising from GDPR and possible future recruitment processes.

### **Is data conveyed to other Entities?**

In some situations, the Administrator is entitled to convey your personal data to other recipients if it is essential for the recruitment process. In such events, we will convey personal data to three groups of recipients: persons authorised by us, our staff and co-operators who must have access to personal data to fulfil their duties, processing entities that we will entrust with personal data processing, and other data recipients, including a recruitment company, parcel delivery employees, banks, insurers, and law firms.

### **Transferring personal data outside the European Economic Area**

Your personal data may be transferred to a third country (i.e. one located outside the European Economic Area) or international organisation exclusively within IT Kontrakt group; the Administrator ensures that it will be handled with respect to you/your organisation with an appropriate degree of protection and based on appropriate security arising from GDPR, chapter V.

### **How long your Personal Data will be stored in IT Kontrakt's structures?**

Personal data necessary for the conduct of a specific recruitment process will be stored for a time required for the recruitment for particular position or until the consent for personal data to be processed for such a purpose is withdrawn, to an extent to which it is processed on the grounds of the consent. Personal Data with respect to which a consent has been granted for processing thereof in other recruitment processes will be processed until you withdraw your consent to have it processed for this purpose. As for Personal Data arising from signed civil law agreements or employment agreements, depending on the purpose of processing thereof, it will be stored for the term of such an agreement or until the consent to have it processed for this purpose is withdrawn, it will be stored for a time provided in specific provisions, or it will be stored for a time necessary to ensure the protection of persons or property belonging to the Administrator, or for a time necessary to establish, defend, or pursue claims.

### **What are your rights related to Personal Data processing towards the Administrator?**

On account of your Personal Data being processed, you have the right to:

- access your data,
- demand that your data be corrected,
- have your data removed (in specific situations it might not be fulfilled),
- have the processing of your data limited,
- withdraw your consent to an extent to which your data is processed,
- have your data moved.

**What supervisory body handles issues related to Personal Data protection?**

The supervisory body is the President of the Office for Personal Data Protection (address: ul. Stawki 2, 00-193 Warsaw), with which you can lodge a complaint with respect to the Administrator's activity.