

## PERSONAL DATA PROCESSING DISCLOSURE - RECRUITMENT

*In connection with regard to the processing of your personal data, we hereby inform – pursuant to Article 13(1) and (2) 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 EU L of 04/05/2016, No. 119, p. 1) hereinafter referred to as “GDPR”, that:*

1. The Controller of your personal data is the University of Agriculture in Krakow. The Controller can be contacted at the registered office address: Aleja Mickiewicza 21, 31-120 Kraków and via e-mail: [rector@urk.edu.pl](mailto:rector@urk.edu.pl).
2. The Controller has appointed a Data Protection Officer, who can be contacted at the address of the Administrator's registered office or via e-mail: [iod@urk.edu.pl](mailto:iod@urk.edu.pl).
3. **Your data will be processed in order to carry out the recruitment procedure:**
  - a) in the scope of: forename(s) and surname, date of birth, contact details indicated by you, education, professional qualifications, course of previous employment (legal basis: Article 6(1)(c) GDPR and Article 22(1) § 1 of the Labour Code),
  - b) in the scope of additional data and image - on the basis of the candidate's consent to the processing of personal data expressed in writing or through an express confirmation consisting in including such data in the application form or in the application documents and sending them to the Controller (legal basis: Article 6(1)(a) GDPR),
4. **Your personal data may also be processed for the purpose of future recruitment** – on the basis of the candidate's consent to the processing of his/her personal data for the purposes of future recruitment, expressed in writing by placing an appropriate statement in the application form or in the application documents (legal basis: Article 6(1)(a) GDPR).
5. Providing your personal data referred to in item 3 a) is voluntary, but necessary to participate in the recruitment procedure. Providing data and expressing the consents referred to in item 3 b) and item 4 is voluntary and does not affect the possibility of participating in recruitment.
6. The recipients of your personal data will be solely the entities entitled under the law.
7. Your data may be transferred to entities processing it at the request of the Controller, e.g. Providers of IT services.
8. Your personal data collected in order to carry out the recruitment procedure will be processed for the duration of the recruitment procedure. Your personal data processed on the basis of possible consent for future recruitment will be processed for a period not longer than 12 months or until the consent is withdrawn.
9. In connection with the processing of personal data, you have the right to:
  - a) access your personal data content,
  - b) receive a copy of your personal data,
  - c) correct your personal data,
  - d) delete your personal data,
  - e) limit the processing of your personal data.
  - f) withdraw consent to the processing of personal data at any time without affecting the lawfulness of the processing that has been carried out before the said withdrawal – if the processing is done on the basis of consent granted to us,  
– in the cases and under the conditions set out in the GDPR. The rights listed above can be exercised by contacting the Controller.
10. You have the right to lodge a complaint with the President of the Office for Personal Data Protection when it is justified that your personal data is processed by the Controller in breach of the provisions of GDPR.
11. Your personal data will not be processed in an automated manner, including in the form of profiling.
12. Your personal data shall not be transferred to international organizations or third countries.