



SUNCODE

ul. Józefa Kraszewskiego 30  
60-519 Poznań  
biuro@suncode.pl

tel.: +48 61 820-04-49

[www.suncode.pl](http://www.suncode.pl)

## **Information clause for job candidate**

### **Personal data administrator**

The administrator of your personal data is the Suncode Sp. z o.o. registered at 30 Kraszewskiego Street, 60-519 Poznań, POLAND, TAX ID NUMBER: PL7792312568, National Business Registry Number (REGON): 300586083, National Court Register (KRS): 0001005513 (hereinafter referred to as the Company or the Administrator).

### **Contacting the Administrator**

The Administrator can be contacted in writing using traditional mail at the address given above, or by mail e-mail at: [rodo@suncode.pl](mailto:rodo@suncode.pl)

### **Security of personal data**

We will provide all physical, technical and organizational measures of protection of personal data against their accidental or intentional destruction, accidental loss, alteration, unauthorized disclosure, use or access, in accordance with all applicable regulations.

### **Rights of data subjects**

You possess the right to request from the Administrator access to your personal data and obtain a copy thereof, rectify your personal data, erase your personal data when the processing is not necessary for fulfilling a legal obligation, restrict the processing of your personal data, object to the processing of your personal data, transfer your personal data, and lodge a complaint with the President of the Office for Personal Data Protection Authority if the processing of your personal data contravenes the provisions of the GDPR.

### **Purpose and legal basis of personal data processing**

We process your personal data for the following purposes:

- conducting the current recruitment process (according to Art. 6(1)(c) GDPR, including in connection with the provisions of Art. 22 (1) par. 1 and art. 229 of the Labor Code and implementing acts, and according to Article 6 (1)(a) of the GDPR and Article 9 (2)(a) of the GDPR for data not provided for by the above regulations) and, based on your consent, also in subsequent recruitment of employees
- to provide information on the progress of the ongoing recruitment





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- based on your consent (Art. 6(1)(a) GDPR).

Provision of data is voluntary, but to the extent specified in the regulations, it is necessary to take part in the recruitment process.

### **Recipients of personal data**

We share your data with companies such as accounting office, a company that provides office software (including Microsoft), email. The data is processed based on a contract with us and exclusively on our recommendation. We do not share any third parties your data for their own use - only for the purposes specified above. All partners ensure data security and fulfill obligations in the field of personal data protection. Your data we also share or may share with Company's authorized employees who, on behalf of the Administrator, perform certain tasks.

### **Rules for transferring data outside the EEA**

Your personal data is not transferred outside the EEA.

### **Period of storage of personal data**

We store your personal data only for the period of recruitment. If you give the appropriate consent to participate in further recruitments, your application documents will be processed for a period of 1 year or until you revoke your consent. Revocation of consent to data processing prevents further participation in the recruitment process.

### **Automated decisions**

Based on your personal data, we do not make automated decisions.

### **Video monitoring**

On the premises of the building where our offices are located is the video monitoring. Detailed information in this field is available at the reception desk of the building.

