

Rules of controlling and processing your personal data

1. Data Controller

The Controller of your personal data with regard to the purposes set out in point 3 is a company of Raben Group which announces the recruitment. Polish companies of Raben Group jointly control the data within the joint controlling model, among others, in the area of and recruitment and employment processes. For more information on this subject, please refer to our Privacy Policy available at <https://polska.raben-group.com/polityka-prywatnosci/>.

2. Contact point

In matters related to the protection of your personal data, you can contact our Data Protection Officer at the e-mail address gdpr@raben-group.com or at +48 517 191 373.

3. Purposes of processing, legal grounds for processing and categories of data

We will process your personal data to assess your qualifications and skills needed to work in the position you apply for and to choose the right person to work with us.

Your personal data, to the extent indicated in the provisions of labour law, will be processed for the purpose of the current recruitment process and the possible conclusion of a contract (pursuant to Article 6(1)(b) and (c) of the GDPR). If you provide us with other data in your application documents, we will process them on the basis of your consent (Article 6(1)(a) of the GDPR), which can be revoked at any time. By sending us your application you consent to the processing of the data contained in it. If you provide us with your contact e-mail address, after the conclusion of the recruitment process we will send you a link to an anonymous survey to evaluate the level of candidate satisfaction with the recruitment process. We will send a link to the survey to your e-mail address on the basis of our legitimate interest, i.e. opportunity to improve our recruitment processes and rules on the basis of the results of the survey (Art. 6(1)(f) of the GDPR). The survey is fully anonymous (it will not be associated with your person) and its completion is voluntary and will not affect the completed and future recruitments.

4. Period of data storage

Your personal data will be processed for the duration of the recruitment process, and thereafter for the period during which any claims by either party can be exercised. If you have granted your consent to participate in future recruitments, we will process your data until your consent is revoked, but no longer than 3 years after the end of the current recruitment.

5. Data recipients and data transfer to third countries

Access to your personal data will be granted to our authorized employees and co-workers as well as to the service providers we use (e.g. website maintenance, recruitment management system providers, providers of IT service such as hosting and providers of other IT systems supporting the recruitment process in question).

Your personal data may be transferred to data processors established outside the European Economic Area (EEA)

Countries outside the EEA may not offer the same level of personal data protection as EEA countries. Before your personal data are transferred outside the EEA, Raben Group will make every effort to ensure that such transfer does not lead to a reduction in the level of your protection guaranteed under the regulations in force in the EEA countries. In the case of transfer of your personal data outside the EEA, their transfer will be made under standard data protection contractual clauses adopted by the European Commission. You may also request additional information with regard to the transfer of the data outside the EEA by contacting us as described in points 1 and 2.

6. Your rights and profiling

You have the following rights connected with personal data processing:

- right to revoke consent to the processing at any time without affecting the lawfulness of the processing conducted prior to its revocation,
- right to access personal data,
- right to rectify your personal data,
- right to demand erasure of your personal data,
- right to restrict processing your personal data,
- right to data portability.

At the same time, be advised that you have the right to lodge a complaint with the President of the Office for Personal Data Protection (PUODO) seated in Warsaw, ul. Stawki 2.

Based on personal data, no automated decisions will be taken, including no profiling.

7. Obligation to provide data

Providing personal data is entirely voluntary, however to the extent provided for by the provisions of the labour law – necessary for participation in recruitment.