**Information on the processing of personal data during the recruitment process**

Pursuant to Article 13(1)(a) of 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, hereinafter referred to as ”RODO”), in connection with the disclosure of your personal data contained in the recruitment documents, please be informed as follows:

1. The Administrator of your personal data is the Cracow University of Economics (UEK), having its registered office: ul. Rakowicka 27, 31-510 Kraków (hereinafter “Administrator”).
2. The contact data of the Personal Data Protection Inspector - email: iod@uek.krakow.pl, tel.: (12) 293 75 90.
3. Your personal data, within the scope of Art. 221§ 1 of the Labour Code: name and surname, names of parents, date of birth, place of residence (correspondence address), education and previous employment details will be subject to processing for the purpose of conducting a recruitment process for the position you apply for, including evaluation of your work qualifications and abilities and skills required for the position you apply for with a view to taking necessary action to conclude a contract of employment, as well as to enable your future employer to meet related legal obligations; if you give your consent thereto, your personal data contained in the recruitment documents will be processed for the same purpose, particularly those contained in your Curriculum Vitae (CV) or cover letter – the data that are beyond the scope set forth above.
4. The processing of your personal data is based on the following legal grounds:
* legal regulations, including those in Labour Code (Art. 221 § 1) with respect to the following data: name and surname; names of parents; date of birth; place of residence (correspondence address); education; previous employment details; regulations of the Higher Education and Science Act of 20 July 2018 – in accordance with Art. 6 of the Act(c) RODO.
* your consent for the processing of data contained in the recruitment documents, including Curriculum Vitae (CV) or cover letter, if you disclose other data than the following: name and surname; names of parents; date of birth; place of residence (correspondence address); education; previous employment details.
* the CUE’s justified interest – within the scope of data collected during the recruitment process, it is in the CUE’s justified interest to verify your skills and abilities, which is necessary to verify whether you are a suitable candidate for the position related to the recruitment process.
1. **Data recipients**

Your personal data may be disclosed to entities and bodies authorised to process those data pursuant to legal regulations. Information on the results of the competition that you enter will be published by the CUE Public Information Bulletin within 30 days of the date of the termination of the competition, in accordance with Art. 118, section 3 of the Higher Education and Science Act of 20 July 2018.

1. **The period of storage of personal data**

If you give your consent for participation in this recruitment process, your personal data will be processed for a period not longer than the duration of the recruitment process. After this period, application documents not considered positively will be destroyed.

1. **The rights related to personal data processing**

You have the right of access to your personal data, and the right to receive a copy thereof, the right to correct them or to restrict their processing or to transmit them, i.e. the right to receive from the Administrator your personal data in a structured and commonly used format in machine readable form. You may transmit your data to another Administrator.

Within the scope at which your personal data are processed in connection with the CUE’s legally justified interest, you have the right to revoke your consent for the processing of your personal data.

Within the scope at which your personal data are processed on the basis of consent, you have the right to revoke it. You may revoke your consent at any time by sending an email to iod@uek.krakow.pl or a letter addressed as specified under point 1. The withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal.

Also, you have the right to make a complaint to the President of the Personal Data Protection Office.

1. **The requirement to disclose personal data**
* The disclosure of personal data as set forth in Art. 221 §1 of the Labour Code is a statutory duty, and you are obligated to disclose them. Data are indispensable to carrying out the recruitment process. If you fail to disclose your personal data, you will be excluded from the recruitment process.
* If you do not give your consent for the processing of your contact telephone number and email address, you will be excluded from the recruitment process. Those data are indispensable to maintaining contact with you in the course of the recruitment process.
* If your recruitment documents, including your Curriculum Vitae (CV) or cover letter, contain other data than those specified above, the lack of your consent for data processing will prevent the possibility of considering your recruitment documents during the recruitment process and the immediate removal thereof.
1. **Automated decision making and profiling**

Your personal data shall not be subject to automated decision making, including profiling, which may produce legal effects on you or which may affect you in a substantial manner.

1. **Information on the intent to disclose personal data to a third country or an international organization**

Your personal data shall not be disclosed to third countries (i.e. outside the European Economic Area) or international organizations.

I hereby acknowledge that I have read the above information.

 Date and candidate’s signature ……………………………………………………………………