



GDPR [General Data Protection Regulation] information clause for job applicants

1. Controller of personal data

The controller of your personal data is the University of Silesia in Katowice. You can contact the controller of your personal data in the following way:

by post, to the address: ul. Bankowa 12, 40-007 Katowice

by e-mail: administrator.danych@us.edu.pl

2. Data protection officer

You may contact a data protection officer in all matters concerning processing of personal data and exercise of rights related to data processing in the following way:

by post to the address: ul. Bankowa 12, 40-007 Katowice

by e-mail: iod@us.edu.pl

3. The purposes and legal basis of data processing

We will process your personal data in order to:

- 1) evaluate your qualifications, abilities and skills required to work in the position you are applying for,
- 2) select a suitable person to work for us.

The legal basis for processing your personal data is, according to Article 6, Paragraph 1(a), (c), (e) and (f) and Article 9, Paragraph 2(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th 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):

- 1) your consent to the processing of the personal data provided in your curriculum vitae and covering letter, if you provide us with data other than: name and surname, date of birth, contact details, education, professional qualifications and employment history.
- 2) your consent to the processing of personal data for the purposes of using them in subsequent recruitment procedures conducted by the University of Silesia in Katowice during the following 9 months.

Your personal data that cannot be processed under the law provisions, will be processed upon the applicant's voluntary consent.

(3) your express consent for the processing of specific categories of personal data, so-called sensitive data, referred to in Article 9, Paragraph 1 of GDPR (inter alia, data related to health), which are submitted on the applicant's own initiative.

4) fulfilment of a legal obligation imposed on the controller, resulting from Article 22¹ Paragraph 1 and 2 of the Labour Code [kodeks pracy], with regard to personal data required by an employer from a job applicant, i.e. name and surname, date of birth, contact details, and when performance of a specific type of work or employment on a specific position is required, also education, professional qualifications and history of



employment. Processing your personal data for other purposes and in the scope exceeding the aforementioned personal data requires your voluntary consent (Article 221a of the Labour Code).

Provision of personal data is a statutory requirement, necessary to participate in the recruitment process. In the event of failure to provide data, it will not be possible to pursue this objective.

5) *performance of a legal duty imposed on the controller resulting in particular from the act - Law on Higher Education and Science [Prawo o szkolnictwie wyższym i nauce], and subordinate legislation issued on its basis. Processing of your personal data for other purposes and in the scope exceeding the personal data necessary for the competition proceedings requires your voluntary consent.

Provision of personal data is a statutory requirement, necessary for the implementation of the competition procedure. In the event of failure to provide the data, it will not be possible to pursue this objective.

6) performance of a task executed in the public interest, resulting in particular from Article 11, Paragraph 1 of the act - Law on Higher Education and Science;

7). our legitimate interest regarding data collected in the course of the recruitment process in order to verify your skills and ability to work in the position for which you are applying.

Law on Higher Education and Science, on the one hand, imposes on higher education institutions public duties which they must perform (Article 11, Paragraph 1), and on the other hand, guarantees them autonomy in all areas of their activity in accordance with its provisions (Article 9, Paragraph 2), which allows higher education institutions to define their specific objectives and forms of activity independently within their status defined by the provisions of law. As an academic community comprised of university employees, students and doctoral students, a higher education institution, when performing the duties referred to in the aforementioned legislation, benefits from the granted autonomy and is guided by the European academic tradition.

4. Period of personal data storage

Your personal data collected in the current recruitment process will be stored until the end of the recruitment process. If you give your additional consent to use your personal data for future recruitment purposes, they will be processed for a period of 9 months, but no longer than until the moment of withdrawal of consent.

5. Data recipients

Your personal data will not be disclosed to third parties.

6. Rights related to the processing of personal data

You have the following rights with regard to the processing of personal data:

- 1) the right to withdraw your consent to the processing of data, see below;
- 2) the right to access your personal data;
- 3) the right to demand rectification of inaccurate personal data and supplementation of incomplete personal data;
- 4) the right to demand deletion of your personal data, in particular if you withdraw your consent for data processing, when there is no other legal basis for the processing;
- 5) the right to demand limitation of the processing of your personal data;
- 6) the right to object to the processing of your data due to your specific situation, when we process your data on the basis of our legitimate interest, including processing for the purposes of direct marketing, or in order



to perform a public duty. NOTE: with regard to processing for direct marketing purposes, you may object at any time, regardless of your specific situation;

7). the right to transfer your personal data, i.e. the right to receive personal data from us, in a structured, commonly used, machine-readable format. You may transfer this data to another data controller or request that we transfer your data to another data controller. However, we will only do so if such transmission is technically possible. You have the right to transfer your personal data only in respect to data which we process automatically, i.e. in electronic form, on the basis of an agreement with you or on the basis of your consent;

8). the right not to be subject only to automated decision-making, including profiling;

9) the right to lodge a complaint to the supervisory authority dealing with personal data protection, i.e. the President of the Personal Data Protection Office [Prezes Urzędu Ochrony Danych Osobowych]

Right of consent withdrawal

With regard to the data that are processed on the basis of your consent, you have the right to withdraw your consent as to the processing of your data at any time. Withdrawal of consent shall not affect legality of the processing carried out on the basis of your consent prior to its withdrawal. You may withdraw your consent by sending a statement of consent withdrawal to our mailing address or e-mail address: iod@us.edu.pl

