



Łukasiewicz
PORT
Polski Ośrodek
Rozwoju
Technologii

INFORMATION CLAUSE REGARDING RECRUITMENT

(valid from 01 June 2025, version 3.0)

Pursuant to Article 13(1) and (2) and Article 14 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 (the so-called General Data Protection Regulation) ("**GDPR**"), we inform you that:

DATA CONTROLLER

The controller of your personal data is (contact details): **Łukasiewicz Research Network – PORT Polish Center for Technology Development with its registered office in Wrocław**, 147 Stabłowicka Street, 54-066 Wrocław, KRS: 0000850580; NIP: 8943140523; biuro@port.lukasiewicz.gov.pl ("**Controller**").

DATA PROTECTION OFFICER

The Controller has appointed a Data Protection Officer ("**DPO**"). Contact with the DPO: iod@port.lukasiewicz.gov.pl or in writing to the Controller's address indicated above. We invite you to contact us in all matters related to the processing of your data.

PURPOSE OF PROCESSING AND LEGAL BASIS FOR PROCESSING

The purpose of the processing of your personal data is:

1. participation in the recruitment procedure in response to the Controller's advertisement, pursuant to Article 6(1)(c) of the GDPR in conjunction with the Labour Code, and to a broader extent than required by law, on the basis of the consent given, pursuant to Article 6(1)(a) of the GDPR or Article 9(2)(a) of the GDPR;
2. in the case of an apprenticeship/internship – participation in the recruitment procedure, on the basis of the consent given, i.e. Article 6(1)(a) GDPR or Article 9(2)(a) of the GDPR;
3. consent to participate in future recruitment processes or consent to submit application documents without the Controller conducting recruitment (so-called spontaneous applications), but no longer than 3 years from my consent, pursuant to Article 6(1)(a) of the GDPR;
4. the legitimate interest of the Controller, which is the defense against claims or the determination of claims, for a period of 6 months from the submission of the application or a longer period in accordance with point 4 or 5 below, pursuant to Article 6(1)(f) of the GDPR.

RETENTION PERIOD

Your personal data will be processed for the duration of the recruitment process and 6 months from the submission of the application, unless there is a justified basis for further processing until the statute of limitations for any claims or settlement of claims pursued in this process.

In the case of giving additional voluntary consent, to the processing of data for the purposes of future recruitment processes, in the area of my competences, including as part of the so-called spontaneous applications, for a period not longer than 3 years from the date of consent. Alternatively: until the consent to the processing of personal data is withdrawn.

Your personal data may also be processed – after exhausting other legal bases – for archival purposes, which is a legitimate interest of a state legal person performing public tasks assigned by law from public funds, referred to in Article 6(1)(f) GDPR, in accordance with the Act on National Archival Resources and Archives and Internal Regulations (e.g. JRWA).

DATA SOURCE AND CATEGORIES

We process your data provided to Us directly or from a third party within the framework of employee recommendations with your express consent to the sharing. In the case of the recommendation program, we process the data provided by you in your CV and application forms.

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DATA RECIPIENTS

Subject to all data security guarantees, we may transfer your data to other entities, including entities authorized to receive them on the basis of applicable law, entities processing them on our behalf (e.g. providers of technical or IT services, entities providing hosting services, providers of analytical services, entities providing us with consulting services) and other administrators (e.g. notary or law firms). Your personal data may also potentially be disclosed in the mode of access to public information at the request of any interested party.

Information on the result of the recruitment, including the job position for which the recruitment was conducted, the name or names and surname of the selected candidate and his/her place of residence within the meaning of the provisions of the Act of 23 April 1964 – the Civil Code, as well as the justification for the selection of the candidate or the non-employment of any candidate will be made public in accordance with the requirements of the Act of 21 February 2019 on the Łukasiewicz Research Network.

Information about candidates who apply for the recruitment constitutes public information to the extent covered by the requirements specified in the recruitment announcement. Information on the result of the recruitment, including the specification of the position for which the recruitment was conducted, the name or names and surname of the selected candidate and his/her place of residence within the meaning of the provisions of the Act of 23 April 1964 – the Civil Code, as well as the justification for the selection of the candidate or not employing any candidate will be made public in accordance with the requirements of the Act of 21 February 2019 on the Łukasiewicz Research Network. Your personal data may also potentially be disclosed in the mode of access to public information at the request of any interested party. This may result in the transfer of personal data outside the European Economic Area.

TRANSFER OUTSIDE THE EUROPEAN ECONOMIC AREA

Your personal data will generally not be transferred to third countries or international organizations. If necessary for the purposes set out above, we may transfer your personal data to our recognised subcontractors or contractors in countries outside the EEA. Bearing in mind that the level of personal data protection in these countries may differ from that provided by the GDPR in the European Union, the transfer of data is carried out with an adequate level of protection, primarily through verification of the EC's decision.

We use Microsoft 365. Personal data may be transferred to a third country (USA) on the basis of the decision of the European Commission of 10 July 2023, stating the adequacy level of protection provided by the "EU-US Data Privacy Framework", in connection with the Controller's use of solutions provided by Microsoft. A list of entities that have signed up to the EU-US Data Protection Framework is available at: Participant Search (dataprivacyframework.gov).

Unless otherwise decided by the European Commission: personal data may be transferred on the basis of standard contractual clauses used in contracts with such companies, or binding corporate rules approved by the competent supervisory authority, or on the basis of the conditions set out in Article 49 of the GDPR.

PROFILING

With regard to your personal data, decisions will not be made by automated means. There will also be no profiling based on them.

DATA REQUIREMENT

Providing Personal Data is voluntary, but necessary to take part in the recruitment process.

RIGHTS AND RIGHTS

To exercise your rights, please contact the Controller by e-mail at the above-mentioned contact details of the Data Protection Officer. You have the right to:

- a) access to the personal data provided;
- b) as a rule - rectify or supplement the personal data provided;

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- c) as a rule - request restriction of the processing of personal data in the situations specified in Article 18 of the GDPR;
- d) lodge a complaint with the President of the Office for Personal Data Protection against the processing of data by the Controller;
- e) as a rule - to delete data (the right to be forgotten). However, we would like to inform you that you do not have the right to delete your data (the right to be forgotten) to the extent determined by Article 17(3)(b), (d) or (e) of the GDPR as long as the basis for the processing of your data is Article 6(1)(c) of the GDPR (it is limited due to the fact that it is processing for the purposes resulting from the provisions of law – the Ordering Party must process this data in accordance with the law) or Article 6(1)(f) of the GDPR (up to the establishment, exercise or defence of claims);
- f) as a rule - the transfer of personal data, where the basis for processing is Article 6(1)(b) GDPR or on the basis of consent. However, we inform you that: this right does not apply to processing that is necessary for the performance of a task carried out in the public interest and is restricted in this procedure (Article 20(3) of the GDPR);
- g) object to the processing of personal data for direct marketing purposes and purposes based on Article 6(1)(f) GDPR; If you object to processing for direct marketing purposes, your personal data must no longer be processed for such purposes;
- h) withdraw their voluntary consent to the processing at any time – if the processing is based on consent. The withdrawal of this consent does not affect the previous processing on this basis, before its withdrawal.

In case of any doubts, please contact the Controller's Data Protection Officer.

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