

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF THE CANDIDATES FOR WORK AT KLK TRADE SP. Z O.O.

1. Personal scope.

This information on the processing of personal data concerns the processing of personal data of candidates for work at KLK Trade Sp. z o.o.

2. Personal data controller.

Your personal data controller is KLK Trade Sp. z o.o. seated in Warszawa (00-412), ul. Kruczkowskiego 4/13 (hereinafter referred to as: Controller). You can contact the Controller by correspondence to the address of the head office or by email at odo@klk-trade.com.

3. Purposes and legal basis for the processing of personal data and data retention period.

Lp.	Cel	Podstawa prawna	Okres przechowywania
1.	Recruitment process for name and surname, parents' names, date of birth, place of residence, correspondence address, education and hitherto employment	Article 22 ¹ of the Labour Code Article 6 (1) (c) of the GDPR	Time necessary for recruitment.
2.	Recruitment process for personal data other than the one indicated in the above clause, given in CV, form, cover letter and other document as well as during interviews	Article 6 (1) (a) of the GDPR	Time necessary for recruitment or to the withdrawal of the consent
3.	Legally justified interest of the Controller consisting in: <ul style="list-style-type: none"> – checking the skills and abilities needed at the position for which the recruitment is performed; – establishing, ascertaining and defending against claims, if the claims concern the recruitment – performed. 	Article 6 (1) (f) of the GDPR	To the end of the recruitment process, realisation or termination, or effective objection against the retention
4.	Participation in future recruitment processes	Article 6 1 (a) of the GDPR	12 months from the date of giving consent or to the withdrawal of the consent

4. Personal data categories.

As the Controller, we will process the following categories of personal data:

- identifying data, e.g. name(s) and surname, date of birth;
- contact data, e.g. correspondence address, email, phone number, mobile phone number;
- course of hitherto employment, professional experience and qualifications;
- other personal data given by you and not included in the above scope, given in CV, form, cover letter and other document as well as during interviews.

5. Personal data recipients.

The Controller can transfer you personal data within a required scope, especially to the following categories of recipients:

- 1) entities rendering services to the Controller, especially:
 - entities maintaining and making accessible to the Controller of IT systems and tools, where personal data is processed;
 - providers of the service of job offer publication, providers of recruitment management systems;

- IT service providers (like hosting);
- external legal support;
- 2) institutions entitled by law to receive personal data of based on applicable regulations (e.g. Tax Office, courts and other authorities, including bailiffs and police);
- 3) institutions entitled by law to control the Controller.

Entities processing personal data use proper safety tools by using suitable technical and organisational means ensuring an adequate level of safety for the risk related to the processing of personal data, according the GDPR, as well as common regulations in force. Entities processing data are obliged to keep the data in secret.

6. Rights of data subjects.

Pursuant to the GDPR, you are entitled to demand the access to your personal data from the Controller, correct, delete or restrict the processing of your personal data, to object to the processing of your data based on a justified interest of the Controller and you have the right of data portability.

If the processing of personal data is based on a consent, you are entitled to withdraw the consent at any time. The statement of consent withdrawal requires no justification and can be submitted at any time, but if the consent is necessary for taking activities, its withdrawal will mean that these activities will not be performed any more. The withdrawal will not affect the right to process executed based on the consent before its withdrawal.

To exercise your rights, you can contact the Controller at the address given in Clause 2.

You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office, address: 2 Stawki Street, 00-193 Warsaw.

7. Obligation or voluntariness of giving data.

Some data is required by law (especially Article 221 of the Labour Code) or necessary for the conclusion of the contract. Refusal to give the data will make the conclusion of the contract impossible. Giving other data is voluntary, however their lack can result in a failure to perform activities for which this data is required by the Controller; apart from that, no other consequences will be caused.

8. Data source.

Your data has been acquired:

- 1) directly from you;
- 2) entities rendering recruitment services or employment agencies, career bureaus as well as Internet portals (including dedicated social media) providing communication between employers and candidates for work, if there is an adequate legal basis (e.g. you gave consent to send your application to the Company).

9. Updating Information on the processing of personal data.

This Information on the processing of personal data is effective from August 01, 2022 and was updated on June 14, 2024 and may be subject to further changes.