

Declaration of receipt of information regarding the processing of personal data

The controller of your data processed as part of the recruitment of an academic teacher for the project is **Wrocław University of Science and Technology, located in Wrocław**, at Wybrzeże Stanisława Wyspiańskiego 27 (postal code 50-370 Wrocław). You can contact the controller via the form on the website www.pwr.edu.pl/kontakt or by mail to the controller's registered office address (please indicate "recruitment – XXX*" (**enter the appropriate reference number*)).

The controller has appointed a Data Protection Officer (DPO), who can be contacted by email: IOD@pwr.edu.pl. You can contact the DPO regarding matters concerning the processing of personal data by Wrocław University of Science and Technology (the DPO does not provide information about recruitment processes nor accept documents).

Purposes and legal basis of processing

Your personal data are necessary to comply with the controller's legal obligations (Article 6 paragraph 1 letter c of the GDPR) to the extent specified in Article 221 §1 and §2 in conjunction with Article 119 paragraph 1 of the Act of 20 July 2018 - Law on Higher Education and Science (including first and last names, date of birth, contact details, education and professional qualifications, and employment history) will be processed for the purpose of conducting recruitment procedures before hiring for a specific type of work or position. These data are necessary to define the candidate profile and assess candidates. Such profiling will be carried out solely for internal recruitment purposes.

Before establishing an employment relationship with a person selected through recruitment, the data controller will use their data necessary to verify the conditions arising from Article 21 of the Act of May 13, 2016 *on counteracting the threat of sexual crimes and the protection of minors* (consolidated text: Journal of Laws of 2024, item 1802, as amended) in conjunction with § 14 of the Regulation of the Minister of Justice of July 31, 2017, *regarding the procedure, method and scope of obtaining and sharing information from the Register with limited access and the method of creating a user account* (consolidated text: Journal of Laws of 2024, item 1516). This will be the PESEL number and if a PESEL has not been assigned: 1) first name, 2) last name, 3) maiden name, 4) father's name, 5) mother's name, 6) date of birth. The controller may also require such a candidate to:

- submit information from criminal records of countries other than the Republic of Poland and the country of his or her citizenship, or
- submit (under pain of criminal liability) an appropriate declaration regarding the candidate's clean criminal record for crimes listed in the Act of 13 May 2016 *on counteracting the threat of sexual crimes and the protection of minors* (if the countries referred to in the previous point do not envisage the processing of such information).

Any **other data** you provide to us voluntarily, on your own initiative, will be processed on the basis of voluntary consent (Article 6, paragraph 1, letter a and Article 7 of the GDPR) in conjunction with Article 221a and Article 221b of the Labor Code. If you intend to grant such

consent to the processing of additional data in your documents, please also include an appropriate clause – such as:

I consent to the processing by Wrocław University of Science and Technology of additional personal ordinary or special* (*delete as appropriate) data, which I include in my CV, cover letter and other attached documents - in order to include them in the recruitment procedure of academic teachers for the implementation of projects financed from external sources.*

Data Recipients

Your personal data will be processed by individuals participating in the recruitment process. Unsuccessful candidates will be allowed to collect their documents for 6 months (with a receipt), after which the documents will be destroyed and the data will be deleted. The personal data on the receipt will also be processed for 6 months from the date of document collection. Data from accepted candidates will be included in the personnel files.

Recipients of your data may include entities contracted by the controller to perform services requiring access to data (IT, consulting, legal, courier, and those related to the destruction of documents or data media). External institutions in connection with project financing may also be data recipients.

Wrocław University of Science and Technology accepts the European Commission's 2005 recommendations (European Charter for Researchers and Code of Conduct for the Recruitment of Researchers) "Human Resources Excellence in Research". Recruitment documentation may therefore be subject to review and archiving obligations, which may result in disclosure of its content to authorized institutions. This is necessary for the purposes of the legitimate interests pursued by the controller (Article 6(1)(f) of the GDPR).

Data storage period

Data processed solely for the recruitment process will be processed during the recruitment process and then only for the next 6 months. In connection with the recruitment process, data processing will also be carried out using electronic communication tools that contain backup copies of messages and files sent with them. Employees of the data controller may use, for example, employee accounts in the Google Workspace system to store and transmit your data via the data controller's official email. The provider of this system has declared that it processes information for Wrocław University of Science and Technology within the European Economic Area (EEA) in accordance with the GDPR (the provider's declaration in a continuously updated version can be found at <https://cloud.google.com/terms/data-processing-addendum/> (Appendix 3: Specific privacy provisions). Data will be deleted from backup copies of emails sent to the controller within the timeframes specified by the provider. For the controller, this provider is the data processor for the purposes of Wrocław University of Science and Technology.

Data Transfer Outside the EEA

Your personal data may be processed outside the EEA based on *an adequacy decision* or *subject to appropriate safeguards* (in accordance with Articles 45 and 46 of the GDPR, respectively). For example, from July 10, 2023, the transfer of personal data to organizations based in the US is possible because it is based on an adequacy decision. Companies and organizations in the US that declare that their data processing complies with the *Data Privacy Framework* requirements are disclosed in a publicly available list at: <https://www.dataprivacyframework.gov/list>.

Rights of Data Subjects

The controller provides you (after contacting the entity conducting the recruitment process and confirming your identity) with the right to request:

- information about the range of information about you processed by the controller;
- access to your data and receiving a copy of the data (this does not apply to copies of the documents themselves);
- rectification (correction, addition) of your data;
- restriction of processing;
- data portability, as referred to in Article 20 of the GDPR;
- deletion of personal data (unless the legal basis for processing your personal data is, for example, a legal obligation to which the controller is subject).

As a rule, the controller does not provide you with the right to:

- delete data processed on a basis other than consent;
- object to the processing of personal data (pursuant to Article 21 of the GDPR) when the processing is based on the controller's legal obligation or if there are grounds for processing that override your rights (for the purposes referred to in Article 6 paragraph 1 letters e and f of the GDPR).

Furthermore, any data subject who believes that the controller is violating the GDPR has the right to lodge a complaint with a supervisory authority (in Poland, the President of the Personal Data Protection Office, address: ul. Moniuszki 1A, 00-014 Warsaw).

Information about the obligation to provide data

Providing your personal data, within the scope defined by law applicable to the controller, is not voluntary, as processing such data is necessary to fulfill legal obligations during the recruitment process. However, participation in the recruitment process and the provision of such data that you provide voluntarily, beyond the scope specified by law, are voluntary.

I confirm that I have been provided with a clause informing me about the processing of my personal data.

Date:

Legible signature: