

Job applicant

Information for applicants in recruitment procedures regardless of the form of employment/cooperation (contract of employment, contract of mandate, contract of specific work, b2b)

INFORMATION CLAUSE - recruitment

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<p>What does this Information Clause cover?</p>	<p>This notice sets out what personal data we collect, for what purposes and your rights in this respect.</p> <p>This Information Clause provides information about personal data which are processed by Railwaymen Sp. z o.o. with its seat in Krakow (Railwaymen) in relation to individuals who apply to work for or who attend a recruitment event. This includes prospective employees, interns and contractors.</p> <p>This Information Clause explains what personal data we process about you, why we are processing your personal data and for which purposes, how long we hold your personal data for, how to access and update your personal data, as well as the options you have regarding your personal data and where to go for further information.</p> <p>The Information Clauses for applicants in recruitment procedures regardless of the form of employment/cooperation (contract of employment, contract of mandate, contract of specific work, b2b) is available at railwaymen.org/docs/2a_Job_Applicant.pdf .</p>
<p>Who is responsible for any personal data collected?</p>	<p>The Controller of your personal is Railwaymen Sp. z o.o. with its seat in Kraków.</p> <ul style="list-style-type: none">• address: 11 Na Zjeździe St, 30-527 Kraków,• No in entrepreneur register (KRS): 386418,• tax ID (NIP): 6793065841,• REGON: 121508242. <p>The Controller's complete and most up-to-date data can be found at https://railwaymen.org/contact-us.</p> <p>In all matters related to personal data, you may contact Railwaymen by writing to: gdpr@railwaymen.org or through the contact form on our website: https://railwaymen.org/contact-us .</p>

**What personal data do we process about you?
Collection of information.**

The categories of personal data we collect about you.

We process personal data relating to individuals who apply to work for, who attend a recruitment event and/or submitted an offer as a prospective contractor (**Applicants**). This also applies to applications submitted via recruitment web platforms or services such as *rocketjobs* or *pracuj.pl*.

This includes: personal identification information (name and surname, your parents names, date of birth), personal contact information (address e-mail, phone number), your application for employment, your education, qualifications and experience (only if it is necessary to perform a given type of work or in a given position), previous employment history, as well as results of interviews and assessments.

Sensitive personal data

For the purposes of recruitment, special categories of data (**sensitive personal data**) including personal data regarding health data may be processed only as strictly required and as permitted or required by law for the purposes of making adjustments to the recruitment process, for assessing eligibility for positions and fitness to work and provision of facilities in the workplace to accommodate health problems or for the establishment, exercise or defence of claims.

So as a rule, this type of personal data is not processed during the recruitment process.

<p>For what purposes do we process your personal data?</p>	<p>The purposes for which we process your personal data.</p> <ol style="list-style-type: none">1. Your personal data will be processed for the purpose of the recruitment procedure for which you sent your application. The basis for the processing is Article 6.1.(b) of GDPR. The processing is necessary to take action at the request of the Person to whom the data relates and prior to the execution of a contract.2. In the case of the parties' intention to conclude an employment contract, the basis for the processing of personal data is additionally provided by Article 6.1.(c) of GDPR. This is because the processing is necessary to fulfil a legal obligation of the Controller.3. Other data, not required on the basis indicated above will be processed on the basis of your consent (Article 6.1.(a) of GDPR), expressed implicitly, that is, by including them in the recruitment documents and sending them to Railwaymen. <p>The Controller will also process your personal data in subsequent recruitment proceedings, if you have given your consent for this when applying in the current recruitment (Article 6.1.(a) of GDPR)</p> <p>We may also process your personal data for a secondary purpose where it is closely related, such as: (1) storing, deleting or anonymising your personal data, (2) fraud prevention, audits, investigations, dispute resolution or insurance purposes, litigation and defence of claims or (3) statistical, historical or scientific research.</p>
<p>Who do we share your personal data with?</p>	<p>Your personal data are exclusively processed for the purposes referred to above and will only be shared on a strict need to know basis only with trusted subjects, such as companies providing and operating selected IT systems and solutions, subjects providing accounting and legal services to Railwaymen, postal and courier service providers acting on behalf of Railwaymen.</p> <p>Personal data <u>will not be transferred</u> outside the EEG or shared with international organisations.</p>

<p>Interacting with Railwaymen through social media.</p>	<p>If you choose to interact with Railwaymen through social media on Railwaymen administered social media page such as Facebook, Instagram, Twitter or LinkedIn, your personal data (such as your name, your profile picture and the fact that you are interested in Railwaymen) will be visible to all visitors of your personal webpage depending on your privacy settings on the relevant social media platform, and will also be visible to Railwaymen. You can delete any data that you shared on these sites at any time through your relevant social media platform's account. We do not track your activity across the different social media sites that you use. If you send a message to Railwaymen via any messenger service on a social media platform, these messages are held for no longer than one month after receipt.</p> <p>Additionally and to the extent Railwaymen is jointly responsible with a social media platform of its social media pages, Railwaymen will have access through the social media platform to aggregated data providing statistics and insights that help to understand the types of actions you take on Railwaymen social media pages. For more information on how your personal data are processed on those social media platforms, including any targeted advertising that you may receive, please refer to your privacy settings accessible through your relevant social media platform's account.</p> <p>This also applies to recruitment web platforms or services such as <i>rocketjobs</i> or <i>pracuj.pl</i>.</p>
<p>Security of your personal data.</p>	<p>Your personal data will be processing in accordance with generally applicable laws, including the requirements set in GDPR and the Polish Act on personal data protection. We make every effort to provide all physical, technical and organizational protection measures for your personal data against unauthorized or unlawful processing and accidental loss, destruction or damage. We will update these measures as new technology becomes available.</p>
<p>How long do you hold my personal data for?</p>	<p>Railwaymen only holds your personal data for a defined period of time.</p> <p>We hold personal data of unsuccessful Applicants only for secondary purposes. We hold such data at least 6 months but no longer than two years after the recruitment process has completed.</p>

	<p>In the case that you have agreed to the processing of your personal data for the purposes of further recruitment processes, your data will be processed for the purposes of further recruitment until you withdraw your consent or for a maximum period of 2 years from the completion of the recruitment process in which you participated.</p> <p>If you are successful in your application, the personal data gathered through the recruitment process will be retained in line with the Information Clauses available at railwaymen.org/docs/2a_Job_applicant.pdf.</p>
<p>What are the consequences of not providing your data?</p>	<p>Providing your personal data is voluntary, although necessary for the recruitment procedure. Without providing the data, we will not be able to consider your application in the recruitment procedure.</p> <p>In the case of the parties' intention to conclude an employment contract, the provision of your personal data in the scope specified in Article 22¹ § 1 of the Polish Labour Code is necessary to participate in the recruitment procedure. Provision of other data is voluntary.</p>
<p>You can always withdraw your consent to the processing of your personal data.</p>	<p>The consents you have given for the processing of personal data may be withdrawn at any time, but this will not affect the lawfulness of the processing that Railwaymen performed before the withdrawal of such consent. To withdraw your consent, please write to: gdpr@railwaymen.org.</p>
<p>Your rights and how to exercise them.</p>	<p>Your rights in relation to your personal data</p> <p>In regard to the processing of your personal data by Railwaymen, you have the following rights:</p> <ul style="list-style-type: none"> • the right to access your data and receive a copy of it, • the right to rectification ("correction") of your personal data, • the right to deletion of your personal data, and the right to limit the processing of your personal data, • the right to data portability (if the processing of data in connection with the signing of a contract or processed under the law is carried out by automated methods).

	<p>How can these rights be realized?</p> <p>The request for the realization of indicated rights should be sent to Railwaymen via e-mail: gdpr@railwaymen.org. We will answer no later than in one month.</p> <p>What can you do if you think we are handling your data incorrectly?</p> <p>If you think we are handling your data incorrectly, you have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection (2 Stawki Street, 00-193 Warsaw).</p> <p>We would appreciate it if you presented your concerns to us first. Perhaps this way the matter can be resolved quickly.</p>
<p>Information about automated data processing, including profiling.</p>	<p>The data you provide will not be the basis for automated decision-making, including profiling.</p>
<p>Cookies and similar technologies.</p>	<p>We use cookies on our websites to provide you with the best user experience possible.</p> <p>Railwaymen may use cookies and similar technologies that aim to collect and store information when you visit our website. This is to enable Railwaymen to identify your internet browser and collect data on your use of our website, which pages you visit, the duration of your visits and identify these when you return so that we improve your experience when visiting our website(s). You can control and manage your cookies preferences by adjusting your browser settings or using Railwaymen cookies preference tool on our websites. For more information, please see our Cookie Policy, located here railwaymen.org/docs/Cookie_Policy.pdf.</p>