

PN_RECRUITMENT_EN

Version 1 18.09.2023

PRIVACY NOTICE – RECRUITMENT, JOB CANDIDATES

Thank you for your interest in working with Base Group. We hereby inform you that we process your personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (“GDPR”). Details are given below.

1. **Data controller is Base Group Sp. z o. o.** with its registered office in Koszwały (83-020) Poland, ul. Spacerowa 29, National Court Register No 0000249201 (hereinafter “Data Controller” or “Base Group”).
2. We have appointed a **Data Protection Officer (“DPO”)** whom you may contact in all matters related to the processing of your personal data using e-mail: odo@base.pl.
3. Purpose and legal basis for personal data processing:
 - 3.1. conduct of current recruitment process in accordance with Article 6(1)(c) of GDPR, in conjunction with Article 22¹ of the Polish Labour Code of 26 June 1974 to the extent provided for by law and in the remaining scope on the basis of the consent expressed by the candidate in accordance with Article 6 (1) (A) of GDPR) including, if you consent, conduct of future recruitment processes carried out by Base Group;
 - 3.2. conclusion and performance of the contract (Article 6 (1)(b) GDPR);
 - 3.3. fulfillment of any other the legal obligations of Base Group (Article 6 (1)(c) GDPR);
 - 3.4. pursuit of Base Group's legitimate interests i.e. protection against possible claims or for the purpose of pursuing claims , evaluation of candidate (Article 6 (1)(f) GDPR);
4. Where necessary, the recipients of your personal data may include:
 - 4.1. authorized employees and associates of Base Group within the scope of internal structure
 - 4.2. entities that process personal data on behalf of Base Group, in particular entities providing and maintaining software that we use as part of our current operations and providers of recruitment services and platforms
 - 4.3. entities duly authorized to obtain data under universally applicable provisions of law.
5. Your personal data shall not be subject to automated decision-making or profiling.
6. Data processed for the purpose of current recruitment will be processed for the duration of the recruitment and once the recruitment process is completed archived for a period of up to 2 year if necessary. Personal data processed based on consent for future recruitment will be processed for a period of up to 2 years or till consent withdrawal.
7. Providing your data is voluntary, although to the extent specified in the Polish Labour Code it is necessary for participating in the recruitment process. If you do not agree to the processing of a wider range of data than those resulting from the Labour Code, we will not be able to take them into account when assessing your candidacy, and thus the assessment of your competence may be incomplete.
8. You have the right to access your data and obtain copy, the right to request that they be rectified or erased, the right to restrict their processing, right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal and right to object at any time to the processing insofar as the basis for the processing is our legitimate interest. You are entitled to these rights in the scope provided for in generally applicable provisions of law. Should you have any concerns regarding the way in which we process your data, want to exercise one of your rights or withdraw consent given please contact us via e-mail address: odo@base.pl or at the postal address of our registered office.



www.base-group.pl
metal@base.pl



Base Group Sp. z o.o.
83-020 Koszwały, ul. Spacerowa 29



+48 58 301 36 65

9. You have the right to lodge a complaint with the supervisory authority in charge of personal data protection in the Member State of your habitual residence, place of work, or place of the alleged infringement if the processing violates personal data protection laws. In Poland supervisory authority is President of the Personal Data Protection Office Stawki 2, 00-193 Warsaw (<https://uodo.gov.pl>).
10. Your personal data will not be transferred outside EU, to third-party countries or international organisation.



www.base-group.pl
metal@base.pl



Base Group Sp. z o.o.
83-020 Koszwały, ul. Spacerowa 29



+48 58 301 36 65