



## **INFORMATION ON PROCESSING OF PERSONAL DATA OF PERSONS APPLYING FOR EMPLOYMENT AT THE PEDAGOGICAL UNIVERSITY OF CRACOW**

Pursuant to Art. 13 (and/or) 14 of the Act 2016/679 of the European Parliament and of the Council of the European Union (UE) of 27<sup>th</sup> April 2016 regarding the protection of natural persons during processing their personal data and on the free movement of such data, and the repeal of Directive 95/46 / EC (general regulation on data protection), (Journal of Laws of the EU L.2016.119.1 of 04/05/2016 - hereinafter: "Regulation" or "GDPR"), we would like to inform you that:

1. The Data Controller of your personal data is the Pedagogical University of Cracow (2 Podchorążych St., 30-084 Cracow, web site: [www.up.krakow.pl](http://www.up.krakow.pl)). The Data Protection Controller may be contacted either via an e-mail: [info@up.krakow.pl](mailto:info@up.krakow.pl) or in writing to the mailing address indicated in the first sentence.
2. Data Subjects may contact the Data Protection Officer designated by the Data Controller in matters relating to: processing of personal data, use of personal data processing rights by writing to the e-mail address: [iod@up.krakow.pl](mailto:iod@up.krakow.pl), or the Data Controller's address, as indicated in point 1.
3. The Pedagogical University of Cracow processes the personal data of persons applying for employment at the Pedagogical University of Cracow for the following reasons:
  - a) performance of procedures in accordance with the consent granted for the processing of personal data as part of future recruitment by posting / marking / signing the appropriate statement in the application, and the consent consisting of sending the candidate's application documents for the position on the initiative of the candidate - art. 6 par. point a) of GDPR;
  - b). fulfilment of the legal obligation - art. 6 par. 1 point c) of GDPR - resulting from the generally applicable provisions of law, and these are in particular the obligations of the employer included in:
    - the Act of 26<sup>th</sup> of June, 1974, the Labour Code, and above all in art. 22<sup>1</sup> (Journal of Laws of 2019, item 1040 with further amendments);
    - the Act of 20<sup>th</sup> of July, 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, with further amendments);
    - as well as in other executive acts issued on the basis of the above-mentioned Acts and in other legal acts relating to applicants, justifying the fulfilment of the legal obligation of the University.

c). the performance of the legal obligation and performing tasks in the public interest of the Data Controller;

The Data Controller processes the personal data from video monitoring for the maximum period of three months in order to maintain order and security at the University and property protection based on: art. 6 par. 1, point c) and e) of the Regulation in conjunction with art. 50 of the Act of the 20<sup>th</sup> of July 2018, the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, with further amendments), art. 22<sup>2</sup> §1 of the Act of the 26<sup>th</sup> of June 1974, the Labour Code (Journal of Laws of 2018, item 917, with further amendments), and art. 5a par. 1 of the Act of the 16<sup>th</sup> of December 2016, on the principles of management of state property (Journal of Laws of 2018, item 182, with further amendments);

4. The collected personal data will be made available to entities and public authorities authorized to process personal data on the basis of the generally applicable law and entities processing personal data at the request of the Data Controller related with the performance of the entrusted task.
5. The scope of the data requested in forms and documents is limited to the necessary minimum, the limits of which are set by the legislator in legal acts. The acquired data will not be used for any other purposes than conducting a recruitment procedure or future recruitment, in the case of the expressed appropriate consent.
6. The collected personal data will be processed until the date of employment of the chosen candidate or until the date of closing the recruitment procedure without selecting the candidate, and in case of the processing based on the consent of the candidate involving sending application documents for a given position on the initiative of the candidate, also until its withdrawal. Personal data processed with the consent of the candidate for the purpose of future recruitment will be processed for the period of one year since the moment of receipt of the application or until its withdrawal before the end of this period. Revocation of the consent requires sending a "statement of withdrawal of consent" to the correspondence address of the Data Controller with the inscription "Personal Data Protection" or to the e-mail address ([info@up.krakow.pl](mailto:info@up.krakow.pl)). The results of the competition and the ranking list of the candidates will be published on the website of the University.
7. The Data Subject has the following rights, depending on the legal basis of the processing:
  - a) access to his/her personal data, i.e. obtaining confirmation from the Data Controller of whether the personal data is being processed. If the data are processed, the Data Subject is entitled to access and obtain the following information: about the purposes of processing, categories of personal data, recipients or categories of recipients to whom the data have been or will be disclosed, the period of data storage or criteria for determining them, the right to demand rectification, deletion or limitation of personal data processing, and how to object to such processing (art. 15 of the GDPR);
  - b) receiving a copy of the data that are being processed, the first copy being free of charge, and for subsequent copies the Data Controller may impose a reasonable fee resulting from administrative costs (art. 15, par. 3 of GDPR);
  - c) correcting personal data that are incorrect or completing incomplete data (art. 16 of the GDPR);

- d) deleting data if the Data Controller has no longer the legal basis for their processing or the data are no longer necessary for processing (art. 17 of the GDPR);
- e) to limit the processing in the following cases: the Data Subject questions the accuracy of the personal data - for a period allowing the Data Controller to check the accuracy of the data; the processing is illegal and the Data Subject, objects to their removal, demanding restrictions on their use; the Data Controller does no longer need the data, but they are needed by the Data Subject to determine, assert or defend claims; the Data Subject has lodged an objection to the processing until it is determined, whether the legitimate grounds on the part of the Data Controller override the grounds for objection of the Data Subject;
- f) data transfer, that is, receiving in a structured, commonly used, machine-readable format personal data that was provided to the Data Controller, and requesting to transfer such data to another Data Controller if the data is processed on the basis of the consent of the Data Subject or on the basis of a signed contract with him/her, and if the data is processed in an automated manner (art. 20 of GDPR);
- g) to object to the processing of the personal data of the Data Subject for the legitimate purposes of the Data Controller, for reasons related to his/her particular situation, including profiling.  
In such cases, the Data Controller evaluates the existence of legally justified grounds for the processing, which override the interests, rights and freedoms of the Data Subjects, or the grounds for determining, investigating or defending claims. If, according to the assessment, the interests of the Data Subject are more important than the interests of the Data Controller, the Data Controller will be obliged to stop processing of the data for the above mentioned purposes (art. 21 of the GDPR);
- h) to lodge a complaint with the President of the Personal Data Protection Office if the Data Subject believes that the processing of his/her personal data violates the provisions of the Regulation.

.....  
(date and signature)