



1. Basic information.

The information provided in this document fulfils the obligation of the Data Controller in accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter the Regulation).

2. Purpose and scope of application.

This document applies to all job applicants, regardless of the form of employment, and fulfils the information obligation set out in Articles 13 and 14 of the Regulation.

3. Information about the Controller.

The data controller is Develocraft Sp. z o.o., Aleja Grunwaldzka 472B, 80-309 Gdańsk.

4. Information about the Data Protection Officer.

The Data Protection Officer appointed by Develocraft Sp. z o.o. is Bartłomiej Dziewulski.

The Data Protection Officer can be contacted as follows:

- by sending written correspondence to the following address: Develocraft Sp. z o.o., Data Protection Officer, Aleja Grunwaldzka 472B, 80-309 Gdańsk;
- by sending an email to: iod@develocraft.com;

Information on the purposes, legal bases and duration of personal data processing.

PURPOSE OF PROCESSING	LEGAL BASIS FOR PROCESSING	PERIOD OF PROCESSING
Assessment of the qualifications, abilities and skills required for the position for which recruitment is being conducted, and selection of a suitable candidate to work at Develocraft Sp. z o.o.	Legal provision (Article 22§ 1 of the Labour Code) regarding: full name; parents' names; date of birth; place of residence (correspondence address); education; employment history.	Until the end of this recruitment process.



PURPOSE OF PROCESSING	LEGAL BASIS FOR PROCESSING	PERIOD OF PROCESSING
	<p>Consent (Article 6(1)(a) of the GDPR) to the processing of data provided in the CV and cover letter, if data other than that specified above has been provided on the applicant's own initiative.</p> <p>Legitimate interest (Article 6(1)(a) of the GDPR) in relation to data collected during the interview. The legitimate interest lies in the need to assess skills and abilities in order to evaluate and select the most suitable candidate.</p>	
Preparation of the documentation necessary to conclude an employment contract.	<p>A legal obligation (Article 22¹§ 1 of the Labour Code) regarding: full name; parents' names; date of birth; place of residence (correspondence address); education; employment history.</p> <p>The necessity of processing personal data for the conclusion of an employment contract (Article 6(1)(b) of the GDPR).</p>	Until the end of this recruitment process.
Conducting future recruitment processes.	The grounds specified in point 1, and in addition, separate consent (Article 6(1)(a) of the GDPR) for the processing of data in future recruitment processes.	Until consent is withdrawn, but for no longer than 2 years.



PURPOSE OF PROCESSING	LEGAL BASIS FOR PROCESSING	PERIOD OF PROCESSING
Verification of no criminal record.	<p>Legitimate interest (Article 6(1)(f) of the GDPR) consisting in the ability to conduct business with entities in the financial sector and ensuring the security of financial sector transactions, i.e. Article 6(1)(f).</p> <p>The authorisation to process this data stems from Article 2(3)(5) of the Act of 12 April 2018 on the rules for obtaining information on the absence of a criminal record of job applicants and persons employed in entities in the financial sector</p>	We will process the data for the period necessary to achieve the purpose of such processing, for no longer than 5 years.

5. Information on recipients of personal data.

Your personal data may be disclosed to the following categories of recipients:

- authorised employees and associates;
- entities providing selected services, including: legal, marketing, recruitment, postal and courier services, and the data protection officer;

Data will be disclosed only to trusted recipients and processed only to the extent necessary to provide the services.

6. Information on the data subject’s rights.

In connection with the processing of personal data, the following rights apply in relation to such data:

- the right to access the data and receive a copy of it, provided that the right to obtain a copy does not adversely affect the rights and freedoms of others;
- the right to rectify (correct) your data if it is incorrect;
- the right to erasure of personal data, where the processing is not carried out to fulfil a legal obligation and is not necessary for the establishment, exercise or defence of legal claims;



- the right to withdraw consent, if the processing of your personal data is based on consent. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal;
- the right to object to the processing of your data on grounds relating to your particular situation, where the data is processed in connection with the pursuit of the legitimate interests of the controller or a third party;
- the right to restrict processing;
- the right to data portability, where personal data is processed by automated means on the basis of consent or a contract;
- the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Stawki 2; 00-193 Warsaw.

7. Information on the obligation to provide data.

The provision of data is voluntary, although necessary to carry out the specified purposes of processing.

8. Information on automated data processing, including profiling.

Personal data will not be used for automated decision-making, including profiling.

9. Information on transfers outside the European Economic Area.

Personal data will not be transferred to third countries, i.e. outside the European Economic Area.