

Statement on having read the information regarding the processing of personal data

The Data Controller of your data processed as part of open competitions for the position of an academic teacher is Wrocław University of Science and Technology with its registered office in Wrocław at Stanislaw Wyspianski 27. The Data Controller can be contacted via the form on the website www.pwr.edu.pl/kontakt, and by post to the address of the Data Controller's seat (indicate the organizational unit to which the correspondence is addressed). The Data Controller has appointed a Data Protection Officer (DPO), who can be contacted by e-mail: IOD@pwr.edu.pl. The DPO can be contacted in all matters regarding the processing of personal data by Wrocław University of Science and Technology. The tasks of the DPO do not include recruiting, accepting documents or providing information on competitions.

Purposes of processing and legal basis for processing

Your personal data to the extent required by Polish law, including the Labour Code (name(s) and surname, date of birth, contact details, education, professional qualifications and employment history) will be processed in order to conduct competition procedures before employment.

Before entering into an employment relationship with a person selected through a competition, in order to fulfil legal obligations under Art. 21 of the Act of May 13, 2016 *on Counteracting the Threat of Sexual Crime and the Protection of Minors* (Journal of Laws of 2016, item 560) in connection with par. 14 of the Regulation of the Minister of Justice of July 31, 2017 *on the procedure, method and scope of obtaining and sharing information from the Register with limited access and the method of setting up a user account* (Journal of Laws, item 1561, as amended), the Wrocław University of Science and Technology will verify the person. For this purpose, we will ask such a person to provide their PESEL number (and if such a PESEL number has not been assigned, other data such as: 1) first name, 2) last name, 3) maiden name, 4) father's name, 5) mother's name, 6) date of birth). We may also require such a candidate to submit information from the criminal records of the countries in which he or she has resided for the last 20 years (other than the Republic of Poland and the country of his or her citizenship), and if such information is not processed in those countries, we may expect him or her to submit (under penalty of criminal liability) an appropriate declaration regarding the candidate's lack of criminal record for the offences cited in the Act of May 13, 2016 *on Counteracting the Threat of Sexual Crime and the Protection of Minors*.

Any **other data** that you may provide to us voluntarily, on your own initiative, will be processed based on your consent, which you may express by including the following clause in your documents:

I consent to the processing by Wrocław University of Science and Technology of additional personal data that I include in my CV, application, cover letter and other attached documents in order to include them in the procedures of an open competition for the position of an academic teacher.

In the event of including **specific data** (as defined in Article 9(1) of the GDPR), explicit consent will be required, which you can give by placing, for example, the following clause in your documents:

I consent to the processing by Wrocław University of Science and Technology of my specific personal data referred to in Article 9 sec. 1 of the GDPR and which I include in my CV, application, cover letter and other attached documents in order to include them in the procedures of an open competition for the position of an academic teacher.

Data recipients or categories of data recipients

Your personal data will be processed by persons participating in the competition procedures. Unaccepted Candidates will be allowed to collect documents for 6 months and then the documents will be destroyed and the data will be deleted. The data of the admitted Candidates will be included in the personal files.

On the other hand, the recipients of your data may be entities commissioned by the Data Controller to perform services that require access to data (IT, advisory, legal, courier and related to the destruction of documentation or data carriers).

Wrocław University of Science and Technology accepts the recommendations of the European Commission from 2005 (European Charter for Researchers and Code of Conduct for the Recruitment of Researchers) "*Human Resources Excellence in Research*". Competition documentation may therefore be subject to review and archiving obligations, which may result in disclosure of its content to authorized institutions. It is necessary for the purposes of the legitimate interests pursued by the Data Controller.

Data retention period

Data processed solely for the purpose of conducting the competition will be processed during its duration and then only for the next 6 months. In connection with the competition, data processing will also be carried out using electronic communication tools where there are backup copies of messages and files sent with them. To store and send your data by the Data Controller's official mail, the Data Controller's employees can use, for example, employee accounts in the *Google Workspace* system. The provider of this system has declared the processing of information for the Wrocław University of Science and Technology within the European Economic Area (EEA) using the GDPR (on the website <https://cloud.google.com/terms/data-processing-addendum/>* (*Appendix 3: Special provisions regarding privacy*)). Data will be deleted from backup copies of such messages received by the employer within the deadlines specified by this provider, which is the entity processing data for the Data Controller for the purposes of the Wrocław University of Science and Technology.

Data transfer outside the EEA

Your personal data may be processed outside the EEA on the basis of *a decision confirming an adequate level of protection or subject to appropriate safeguards* (in accordance with Article 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 a decision confirming an adequate level of protection. Companies and organizations in the US that have declared that their data processing complies with the Data Privacy Framework requirements are listed in a publicly available list (<https://www.dataprivacyframework.gov/list>*).

Rights of data subjects

The Data Controller provides you (after prior contact with the unit conducting the competition procedure and after confirming your identity) the following rights:

- obtaining information about the scope of information about you processed by the Data Controller;
- access to your data and receipt of a copy of the data (this does not apply to copies of the documents themselves);
- rectify (correct) your personal data;
- restrictions on the processing of personal data;
- deletion of personal data (if the legal basis for the processing of your personal data is not e.g. a legal obligation imposed on the Data Controller).

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

- deletion of personal data processed on a basis other than the consent of the data subject and if the deletion of data is not allowed by the Data Controller's legal obligations;
- transfer of personal data referred to in Article 20 GDPR - this applies to data not processed solely on the basis of consent, not in an automated manner;
- objection to the processing of personal data (pursuant to Article 21 of the GDPR) when the basis for processing is the Data Controller's legal obligation or if there are grounds for processing superior to your rights (for the purposes referred to in Article 6(1)(e) and (f) of the GDPR).

In addition, the person to whom the personal data relates and who believes that the Data Controller violates the GDPR has the right to lodge a complaint with the supervisory body (in Poland, it is the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

Information on voluntariness or obligation to provide data

Providing your personal data within the scope specified by the law concerning the Data Controller is not voluntary, as the processing of such data is necessary to fulfil legal obligations during the competition procedure. However, participation in recruitment and providing data that you make available of your own free will beyond the scope specified by the regulations is voluntary.

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(date and legible signature)

* website accessed on: 2 August 2024