

PERSONAL DATA PROCESSING NOTICE - JOB CANDIDATES

Please be advised that based on Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: GDPR), from 25 May 2018 the following information and policies related to the processing of your personal data by the Data Controller shall be valid:

1. The Controller of your personal data shall be SMP POLAND Sp. z o. o. with its registered office in Warsaw (Court Register Number: 0000251871, Tax Identification Number: 5252357052, REGON: 140435130), contact details: ul. Magazynowa 2, 15-399 Białystok, email: daneosobowe@smppoland.pl, hereinafter referred to as PDC.
2. For any matter concerning the processing of your personal data, you can contact us via email at daneosobowe@smppoland.pl
3. Your personal data shall be processed:
 - a) to perform the obligations arising from the legal regulations related to the employment process, including the Labour Code - in this respect, the legal basis for processing is the legal obligation incumbent on the PDC (Article 6(1) item c of the GDPR). In the respect of data not required by law - the legal basis for data processing is the consent (Article 6(1) item of the GDPR),
 - b) for the purpose of conducting future recruitment processes, in case you consent to the processing of data for this purpose - the legal basis for data processing is the consent (Article 6(1) item a of the GDPR),
 - c) to establish or pursue claims or defend against them - the legal basis for processing is the PDC's legitimate interest (Article 6(1) item f of the GDPR) - the legitimate interest is to enable the PDC to defend its rights.
5. Your personal data shall be transferred to entities providing services to PDC related to the conduct of recruitment processes, such as recruitment agencies, HR agencies, providers of IT systems and services, postal operators and couriers. If you have sent your documents via email, please be advised that your data may be transferred outside the EEA, i.e. to entities of the SMP (Standard Motor Products) - SMP Inc USA Capital Group, in particular to the extent that SMP Inc USA provides the PDC with IT services (server). In the case of cross-border data transfers to entities outside the European Economic Area (EEA) within the SMP Group whose level of data protection has not been deemed adequate by the European Commission, we shall rely on the safeguards implemented to ensure the protection of your personal data: standard contractual clauses approved by the European Commission. In order to obtain a copy of the above safeguards or details of their availability, you may send a written request following the details specified in Articles 1 or 2 above.
6. Your data shall be processed until the end of the recruitment process, and in the case of processing based on your consent - until it is withdrawn, and in the case of consent to process data for future recruitment purposes, the data shall be processed for no longer than 24 months. The personal data processing period may be extended each time by the limitation period for claims if the processing of your personal data is necessary for the PDC to establish or pursue potential claims or defend against them. After this period, data shall be processed only to the extent and for the time required by law.
7. All granted consents can be withdrawn at any time. Withdrawal of your consent shall not affect the lawfulness of processing that has been carried out before such withdrawal. For evidence purposes, the PDC asks that consent be withdrawn in writing or electronically.

8. You have the right to access the content of your personal data, including requesting their copy and their rectification, deletion of your personal data (the right to be forgotten), restriction of personal data processing, the right to transfer your personal data to another controller, the right to object to the processing of your data, as well as the right to file a complaint to the President of the Personal Data Protection Office if you consider that the processing of your personal data breaches the provisions of the GDPR. You have the right to object to the processing of your personal data for the purposes specified in 4(c) for reasons related to your particular situation. For evidence purposes, the PDC asks that objections be submitted in writing or electronically.

9. Your personal data shall not be subject to profiling.

10. Providing your personal data is required by the provisions of the Labour Code. Failure to provide data shall render considering your candidacy in the recruitment process impossible. Concerning personal data not required by the Labour Code, their provision is voluntary.

12. In the case of recruitment conducted via Pracuj.pl sp. z o.o. Group or the eRecruiter system, personal data may be transferred to third countries due to technical solutions used by the aforementioned entities. In such a case, the PDC shall provide adequate safeguards by entering into an agreement based on the Standard Contractual Clauses approved by the European Commission or under binding corporate rules, or by using an entity participating in the Privacy Shield Programme. A copy of the safeguards used can requested in writing or by email to the contact details specified in articles 1 and 2.

RECRUITMENT - CIVIL LAW AGREEMENT

Please be advised that based on Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: GDPR), from 25 May 2018 the following information and policies related to the processing of your personal data by the Data Controller shall be valid:

2. The Controller of your personal data shall be SMP POLAND Sp. z o. o. with its registered office in Warsaw (Court Register Number: 0000251871, Tax Identification Number: 5252357052, REGON: 140435130), contact details: ul. Magazynowa 2, 15-399 Białystok, email: daneosobowe@smpoland.pl, hereinafter referred to as PDC.

2. For any matter concerning the processing of your personal data, you can contact us via email at daneosobowe@smpoland.pl

3. Your personal data shall be processed:

a) in order to carry out the recruitment process - the legal basis is Article 6(1) item b, and for data not required by law - the legal basis for data processing is consent Article 6(1) item a of the GDPR,

b) to conduct future recruitment processes, in case you consent to the processing of data for this purpose - the legal basis for data processing is the consent (Article 6(1) item a of the GDPR,

c) to establish or pursue claims or defend against them - the legal basis for processing is the PDC's legitimate interest (Article 6(1) item f of the GDPR) - the legitimate interest is to enable the PDC to defend its rights.

5. Your personal data shall be transferred to entities providing services to PDC related to the conduct of recruitment processes, such as recruitment agencies, HR agencies, providers of IT systems and services, postal operators and couriers. If you have sent your documents via email, please be advised that your data may be transferred outside the EEA, i.e. to entities of the SMP (Standard Motor Products) - SMP Inc USA Capital Group, in particular to the extent that SMP Inc USA provides the PDC with IT services (server).

In the case of cross-border data transfers to entities outside the European Economic Area (EEA) within the SMP Group whose level of data protection has not been deemed adequate by the European Commission, we shall rely on the safeguards implemented to ensure the protection of your personal data: standard contractual clauses approved by the European Commission. In order to obtain a copy of the above safeguards or details of their availability, you may send a written request following the details specified in Articles 1 or 2 above.

6. Your data shall be processed until the end of the recruitment process, and in the case of processing based on your consent - until it is withdrawn, and in the case of consent to process data for future recruitment purposes, the data shall be processed for no longer than 24 months. The personal data processing period may be extended each time by the limitation period for claims if the processing of your personal data is necessary for the PDC to establish or pursue potential claims or defend against them. After this period, data shall be processed only to the extent and for the time required by law.

7. All granted consents can be withdrawn at any time. Withdrawal of your consent shall not affect the lawfulness of processing that has been carried out before such withdrawal. For evidence purposes, the PDC asks that consent be withdrawn in writing or electronically.

8. You have the right to access the content of your personal data, including requesting their copy and their rectification, deletion of your personal data (the right to be forgotten), restriction of personal data processing, the right to transfer your personal data to another controller, the right to object to the processing of your data, as well as the right to file a complaint to the President of the Personal Data Protection Office if you consider that the processing of your personal data breaches the provisions of the GDPR. You have the right to object to the processing of your personal data for the purposes specified in 4(c) for reasons related to your particular situation. For evidence purposes, the PDC asks that objections be submitted in writing or electronically.

9. Your personal data shall not be subject to profiling.

10. Provision of personal data is required for recruitment purposes. Failure to provide data shall render considering your candidacy in the recruitment process impossible. Concerning personal data not required in a job advertisement, their provision is voluntary.

12. In the case of recruitment conducted via Pracuj.pl sp. z o.o. Group or the eRecruiter system, personal data may be transferred to third countries due to technical solutions used by the aforementioned entities. In such a case, the PDC shall provide adequate safeguards by entering into an agreement based on the Standard Contractual Clauses approved by the European Commission or under binding corporate rules, or by using an entity participating in the Privacy Shield Programme. A copy of the safeguards used can be requested in writing or by email to the contact details specified in articles 1 and 2.