



### Information on the Processing of Recruitment Candidates' Data

The controller of your personal data, and therefore the entity determining the purposes and methods of processing your data, is SECURITY MASTERS sp. z o.o. (hereinafter referred to as “We” or “Security Masters”), with its registered office at Aleja Jana Pawła II 27, 00-867 Warsaw.

#### How can you contact us?

- By post at the registered office address: Aleja Jana Pawła II 27, 00-867 Warsaw
- By email at: [kontakt@securitymasters.pl](mailto:kontakt@securitymasters.pl)
- By phone: +48 536 535 534

In matters related to the processing of your personal data, you may contact our Data Protection Officer at: [iod@securitymasters.pl](mailto:iod@securitymasters.pl)

#### For what purpose and on what legal basis do we process your data?

1. If you are applying for employment under an employment contract, your personal data will be processed for the purpose of conducting the recruitment process and taking steps to conclude or perform a contract, on the basis of Article 6(1)(b) GDPR and Article 6(1)(c) GDPR in connection with the provisions of the Polish Labour Code (Article 22(1) § 1 and 2).
2. If you are applying for cooperation under a mandate contract, contract for specific work, or B2B agreement, your personal data will be processed for the purpose of conducting the recruitment process and taking steps to conclude or perform a contract, on the basis of Article 6(1)(b) GDPR and Article 6(1)(f) GDPR.
3. Data concerning your qualifications, education and professional experience will be processed for the purpose of verifying candidates and selecting those who possess the appropriate competencies to perform work of a specific type or in a specific position. Such data are processed as necessary for the conclusion of a contract in accordance with Article 6(1)(b) GDPR.
4. For the purpose of conducting cooperation and communication, your data are processed on the basis of Article 6(1)(f) GDPR, where the legitimate interest is maintaining contact regarding the recruitment process, conducting correspondence, and the ability to demonstrate arrangements made during such correspondence.

5. For the purpose of establishing, pursuing or defending claims, which constitutes the implementation of our legitimate interest, as well as for archival purposes, on the basis of Article 6(1)(f) GDPR.
6. Additionally, we may process your data on the basis of Article 6(1)(f) GDPR, where the legitimate interest of the data controller consists in protecting against potential allegations resulting from Article 123 of the Act of 20 April 2004 on the Promotion of Employment and Labour Market Institutions (applies only to recruitment for employment contracts).
7. If you give consent for the processing of your personal data for the purposes of future recruitment processes, the legal basis for such processing is your consent, i.e. Article 6(1)(a) GDPR. You have the right to withdraw your consent at any time; however, this will not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.
8. If you provide additional personal data that are not indicated in the Labour Code or other legal provisions and are not necessary for concluding a contract or conducting recruitment (e.g. your image, interests), the legal basis for processing such data is your consent, i.e. Article 6(1)(a) GDPR. Providing such additional information is treated as granting consent for their processing. If you do not want us to process such additional data, please do not include them in your application documents.

We inform you that providing personal data is voluntary but necessary for participation in the recruitment process. Failure to provide the data will result in the inability to conclude a contract and establish cooperation. Personal data will not be subject to profiling.

**To whom will we disclose your personal data?**

We may transfer your personal data to entities entrusted with the processing of personal data on our behalf, including entities providing IT services and archival services for us. Your personal data may also be made available to law firms providing legal assistance to us.

Your data may also be disclosed to authorized public administration authorities.

**How long will we process your personal data?**

We will process your personal data for purposes related to the recruitment process until the recruitment process in which you participate is completed, and for archival purposes, but no longer than 1 year from the date of completion of the recruitment procedure.

If you consent to the processing of your personal data for future recruitment processes, your data will be processed until the consent is withdrawn, but no longer than 5 years from the date the consent was given.

**What rights do you have?**

By contacting our Data Protection Officer at [iod@securitymasters.pl](mailto:iod@securitymasters.pl), you may exercise the following rights:

- the right to withdraw consent to data processing;
- the right of access to your personal data and to obtain a copy of the processed data;
- the right to rectify inaccurate personal data;
- the right to request erasure of data (the right to be forgotten) in circumstances provided for in Article 17 GDPR. In some cases, we may refuse to delete the data if their processing is still necessary, e.g. to comply with a legal obligation, establish, pursue or defend claims, exercise the right to freedom of expression and information, or for reasons of public interest, e.g. for archival, research or statistical purposes;
- the right to request restriction of processing in cases indicated in Article 18 GDPR;
- the right to object to the processing of data in cases indicated in Article 21 GDPR;
- the right to data portability of the data you have provided, processed by automated means, where the legal basis for processing is consent or performance of a contract;
- the right to lodge a complaint with the President of the Personal Data Protection Office (PUODO) (ul. Moniuszki 1A, 00-014 Warsaw, <https://uodo.gov.pl/pl/p/dla-obywatela>) if you believe that the processing of your personal data violates the provisions of the GDPR.