

## Personal data processing agreement for the recruitment project

I hereby agree for OPTIVO consulting Adam Pokrzywniak to process my personal data included in the job application in order to conduct the recruitment project.

### Information obligation of the personal data Administrator

With this agreement, I acknowledge receipt of the following information.

The **administrator** of my personal data is OPTIVO consulting Adam Pokrzywniak, address: ul. Ostródzka 22, 60-461 Poznań, entered in Central Registration and Information on Business („Administrator”).

#### Purpose and legal basis of the processing of my personal data

My personal data will be processed:

- in order to carry out the recruitment process for data not required by law, the legal basis for the processing is consent (Article 6(1) lit of the Regulation 2016/679);
- for the purposes of future recruitment processes, where data processing agreement is given for this purpose, the legal basis for the processing is consent (Article 6(1) lit of the Regulation 2016/679);
- in order to perform obligations resulting from legal regulations, related to the employment process, including first of all the Labour Code - the legal basis for the processing is a legal obligation incumbent on the Administrator (Article 6(1) lit of the Regulation 2016/679) in connection with the provisions of the Labour Code
- for archival (evidential) purposes, which are the realisation of our legitimate interest in the preservation of information in the event of a legal need to establish facts (Article 6(1) lit of the Regulation 2016/679);
- in order to determine, pursue or defend against any claims that are in the Administrator's legitimate interest (base in Article 6(1) lit. f of Regulation 2016/679);
- in order to examine the job satisfaction of candidates in pursuit of a legitimate interest in determining the quality of service and the level of job satisfaction of candidates (basis in Article 6(1) lit. f of Regulation No 2016/679).

The **scope of my** personal data processed by the Administrator may include:

- name,
- date of birth,,
- e-mail address,
- telephone number,
- career paths, including: the names of my current and former employers, the industry in which I work, skills, certificates, entitlements, image (photo),
- other information included voluntarily by me in my professional resume.

#### Time of processing of my personal data

My personal data will be processed for the period necessary for the purposes indicated above or until my agreement to the processing of personal data is withdrawn or until the expiry of a period of 3 years. The storage period of personal data may be each time extended by the period of limitation of claims, if the processing of personal data will be necessary to pursue possible claims or to defend against such claims by the Administrator. Data processed for the purposes of future recruitment processes conducted by the Administrator will be processed until I object to their processing.

#### My rights

I have the right to: request access to my personal data (including obtaining copies thereof), rectify, erase or limit the processing, object to the processing, transfer the data.

I have the right to lodge a complaint with a supervisory authority.

I may withdraw my agreement at any time by contacting the Administrator at [rekrutacja@optivo.hr.pl](mailto:rekrutacja@optivo.hr.pl)

#### To whom my personal data may be transferred

My personal data may be transferred by the Administrator to: providers of job advertisement publication services, providers of recruitment management systems, providers of IT services such as hosting and providers of IT systems, entities ordering the Administrator to conduct the recruitment process, employees and collaborators of the Administrator or processing entities to the extent necessary for the purpose of processing my personal data.