We would like to inform that all submitted applications will be analyzed, but we will respond only to select offers.

Persons whose offers will be considered negatively will not be informed about it, and the offers will be destroyed after the recruitment is completed, with the exception of offers from those who have consented to the processing of personal data for future recruitment.

We encourage to include in application a declaration of consent to the processing of personal data for the purpose of future recruitment. The declaration may be as follows:

“*I agree to the processing of my personal data by SGH Warsaw School of Economics for future recruitments*”

Giving consent to the processing of personal data for future recruitments is voluntary. You have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. Your consent or lack thereof shall not influence your application process for current recruitment.

**Information on processing of personal data**

1. **Controller** The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.
2. **Data Protection Officer** You may contact the Data Protection Officer designated by SGH via e-mail iod@sgh.waw.pl.
3. **The purposes and legal basis of processing of personal data** Your personal data will be processed for the purposes of recruitment. The legal basis for processing of personal data is:

* point (c) of Art. 6 (1) GDPR[[1]](#footnote-1) (processing is necessary for compliance with a legal obligation) and Labour Code[[2]](#footnote-2);
* point (b) of Art. 6 (1) GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract);
* point (a) of Art. 6 (1) GDPR (consent for processing of personal data - if you voluntarily provide personal data exceeding the scope of the legal provisions).

Providing personal data within the scope resulting from art. 221 of the Labor Code is necessary for participation in the recruitment process. Providing other data is voluntary.

1. **The period for which the personal data will be processed**

Personal data will be processed during the period of recruitment. If you consent to the processing of your data for future recruitment, the data will be processed until the consent is withdrawn.

1. **The recipients or categories of recipients of the personal data**

If the controller uses the services of other entities, personal data may be disclosed to them on the basis of contracts entrusting them with the processing of personal data, and these entities will be obliged to preserve the confidentiality of the processed data.

1. **Automated individual decision-making, including profiling**

Your data will not undergo profiling and no automated decision-making will be conducted based on these data.

1. **The rights of data subject**

You have the right to access, rectify and erase your data, or restrict the processing thereof. To the extent that the legal basis for data processing is point (a) of Art. 6 (1) GDPR, you have the right to withdraw consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

1. **The right to lodge a complaint**

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes upon GDPR.

1. 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 (General Data Protection Regulation) (Official Journal of the European Union, L 119, 4 May 2016, p. 1 as amended). [↑](#footnote-ref-1)
2. The Act of 26 June 1974 Labour Code (Journal of Laws [D.U.] of 2020 item 1320 as amended). [↑](#footnote-ref-2)