



## **Information clause related to processing personal data for job candidates**

The collector of your personal data is Dr. Marcus International Sp. z o. o. Sp. K., al. Wojska Polskiego 2c, 62-800 Kalisz, phone number (62)760 07 00, email address [drmarcus@dr-marcus.com](mailto:drmarcus@dr-marcus.com)

Personal data contained in your CV / employee documentation will be processed for the recruitment associated with the position of.....

(job position)

The legal basis for data processing is the compliance with regulations to employ and fulfil the duties under the Labour Code and other acts - for the duration of current recruitment process and your consent.

The legal basis for possible storage of your CV and attached documentation for subsequent recruitment actions connected with this position will be the consent for it.

The legal basis for the possible use of your CV and the attached documentation in recruitment processes for other work positions will be the consent for such action.

Access to the employee documentation will be available for the human resources department and the Chairman of the Board / a person running a business activity and people "managing the employees" in the company under the authorizations received from the controller.

The controller may entrust the processing of the candidate personal data to a processor providing services for the controller in accordance with signed personal data processing agreement, including: financial and accounting services, human resources, property protection companies, other entities in accordance with signed personal data processing agreement (processor) and regarding a legal obligation of the processing - e.g. in the context of occupational medicine and entities under the law authorisation.

### **PERSONAL INFORMATION WILL NOT BE TRANSFERRED TO THIRD COUNTRIES**

Your CV will be kept only until the current recruitment process is completed for the position of ..... - no longer than for 6 months, after that it will be destroyed.

In case of your consent, the CV will be processed until the consent is withdrawn, but no longer than one year - for the future recruitment actions.

In case of your consent, the CV may be processed while considering the candidature for another job in the controller company.

You have the right to access your CV and employee documentation, correct and supplement the included information, in this case please contact the controller.

The consents in point 3 may be canceled at any time - in this case, please contact the controller.

You have the right to lodge a complaint to the supervisory authority - the President of the Personal Data Protection Office.

Providing the CV and documentation is a necessary condition if you want to be taken into account in the recruitment process for the position of ..... - providing them is voluntary and means you agree on processing.

**THE ADMINISTRATOR DOES NOT USE AUTOMATED METHODS WHILE MAKING DECISIONS (PROFILING).**