



**Information on personal data protection for persons submitting
application documents within the scope of recruitment conducted by
Operator Gazociągów Przesyłowych GAZ-SYSTEM S.A. (GAZ-SYSTEM)**

Why do we need your personal data?

We are looking for candidates to work for our Company. The data (contained in CVs, cover letters and documents confirming qualifications) that we collect about a candidate are therefore only needed by us for the purpose of conducting recruitment processes and assessing professional qualifications in order to select the right person for a given position and, later, for the purpose of demonstrating that we have not applied discriminatory criteria, e.g. on the basis of gender, when selecting the best candidate. We would like to inform you that we expect you to provide personal data only to the extent stipulated by law and necessary for the recruitment process for the given position. Providing personal data is voluntary, however, failure to do so will prevent you from taking part in the recruitment process.

Who do we share the data with?

Data may be received by the following entities:

- our employees or associates,
- members of GAZ-SYSTEM bodies,
- entities authorized under the applicable law (in particular courts, public authorities, institutions),
- entities providing services to GAZ-SYSTEM on the basis of the concluded agreements, in particular entities providing IT, new technologies, postal and courier services, services for destruction and archiving of documents, accounting and finance services, services for the protection of persons and property.

Do we transfer personal data to third countries or international organisations?

We do not transfer personal data to third countries or international organisations that do not protect them appropriately.

What is the legal basis for the processing?

Your personal data to the extent indicated in the labour legislation will be processed for the purpose of the recruitment process. The provision of other data to the extent not specified by the law will be treated as consent to the processing of such personal data. Giving consent in this case is voluntary and the consent so given may be revoked at any time.

In order to carry out the recruitment process, GAZ-SYSTEM, on the basis of the entitlement resulting from Article 22¹ of the Labour Code, will process your personal data concerning: first and last name, date of birth, contact details, education, professional qualifications and the course of your employment to date. The basis for the processing of the aforementioned personal data is the legal obligation stipulated in Article 6(1)(c) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR". The legal basis for the processing of your personal data beyond the provisions of the Labour Code and indicated by you in your application documents (e.g. CV, motivation letter) and collected during the interview is Article 6(1)(a), which means in this situation that the processing of your personal data is based on your consent to data processing.

GAZ-SYSTEM will process your personal data also in further recruitment processes if you give your consent to do so, which can be revoked at any time. The legal basis for the processing of the data contained in the application documents in future recruitments is Article 6(1)(a) of the GDPR.

If your application documents contain the data referred to in Article 9(1) of the GDPR, your consent to the processing of this data will be required, which can be revoked at any time.

In addition, we process personal data to the extent necessary for the purposes of the legitimate interests pursued by our Company in accordance with Article 6(1)(f) of the GDPR consisting of being able to demonstrate our impartiality in the selection, in the event that a former job applicant wishes to allege to us that a discriminatory factor, such as gender or origin, influenced the rejection of his or her application.

How long will we process your personal data?

The personal data collected for the recruitment process will be processed for the period necessary for the recruitment. If you consent to the processing of personal data for the purposes of future recruitment processes, the data will be processed for a period of 1 year or until you withdraw your consent.

The processing period may be extended if the processing is necessary for the establishment or assertion of claims or the defence against claims, and thereafter only if and to the extent required by law.

Do we make automated decisions, including your identification?

We do not make automated decisions, including those related to your identification based on personal data.

What are your rights?

You have the right to:

- access your personal data, i.e. the right to obtain information on what data, how and for what purpose are processed by us,
- rectify, i.e. request the update of the data if it turns out that incorrect data were collected or are no longer up to date,
- erasure of personal data, i.e. a request for deletion of all or part of your personal data. If the request is justified, we will carry out the erasure without delay,
- restriction of processing, i.e. a request for the restriction of data processing to storage. Revocation of the restriction of processing may take place once the grounds justifying the restriction of processing have ceased to exist,
- withdraw consent to the processing of data for the purposes of recruitment at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal,
- object the processing, i.e. stop the processing of your personal data for the purpose stated above, if in your opinion we violate your rights in connection with the processing of the data provided,
- file a complaint against us with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the law.

Contact - Where can I exercise my rights or obtain more information?

The controller of your personal data will be **Operator Gazociągów Przesyłowych GAZ-SYSTEM S.A. with its registered office in Warsaw**, 4 Mszczonowska St., 02-337 Warsaw. You can exercise your rights (or obtain more information) by communicating with us through: rodo@gaz-system.pl
