**Notification on the processing of personal data in the recruitment process**

Pursuant to Art. 13 sec. 1 and sec. 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (general regulation on the protection of data) (Journal of Laws UE L 119 of 04/05/2016, page 1, amended Journal of Laws UE.L 2018 No. 127, item 2), hereinafter referred to as GDPR, I would like to inform you that:

1. The administrator of your personal data is the Central Office of Measures with its seat in Warsaw at ul. Elektoralna 2, 00-139 Warsaw, for which operations in the field of labour law are performed by the Director General of the Office.

Contact with the data administrator:

* by phone: (22) 581 93 99
* by e-mail: [gum@gum.gov.pl](mailto:gum@gum.gov.pl)
* by writing to: Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

2. You can contact the Data Protection Officer:

* by phone: (22) 581 94 30
* by e-mail: [iod@gum.gov.pl](mailto:iod@gum.gov.pl)
* by writing to: Data Protection Inspector, Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

3. Your personal data in the scope indicated in the provisions of the labour law will be processed for recruitment purposes for a position in the civil service and to archive documents after the recruitment.

Providing other data in the scope not specified by law will be treated as consent to the processing of such personal data. Expressing consent in this case is voluntary, and the consent expressed in this way can be revoked at any time without affecting the legality of the current processing, by contacting the Data Administrator.

If the documents contain data referred to in Art. 9 sec. 1 GDRP, your consent will be required for their processing. The above consent may be revoked at any time.

4. The legal basis for processing is:

* art. 6 sec. 1 c) GDPR based on the provisions of art. 221 of the Act of 26 June 1974, the Labour Code (i.e. Journal of Laws of 2020, item 1320), the Act of 21 November 2008 on the civil service (i.e. Journal of Laws of 2020, item 265, as amended), the Act of 14 July 1983 on the national archival resource and archives (i.e. Journal of Laws of 2020, item 164),
* art. 6 sec. 1 a) GDPR and art. 9 sec. 2 a) GDPR - the data subject has consented to the processing of his/her personal data,
* art. 6 sec. 1 b) GDPR - processing is necessary to take steps at the request of the data subject before concluding the contract.

5. Personal data may be transferred only to entities authorized on the basis of separate legal provisions. Information on the results of the recruitment, indicating the name and place of residence of the selected candidate, will be posted on the publicly available websites of the Public Information Bulletin of the Central Office of Measures and the Chancellery of the Prime Minister. In addition, they may be disclosed to entities with which GUM has concluded a contract for the provision of maintenance services for IT systems used in their processing.

6. Your personal data will not be transferred to countries outside the European Economic Area or to international organizations.

7. We will store your personal data for the period necessary for recruitment for a position in the civil service (including 3 months in which the Director General of the Office has the option to select another selected candidate, in the event that it is necessary to fill the same position again), and then for the time specified in the provisions on archiving - the Act of 14 July 1983 on the national archival resource and archives (i.e. Journal of Laws of 2020, item 164).

8. You have the following rights in the field of personal data processing:

* the right to access your data and receive their copy - in accordance with art. 15 GDPR
* the right to rectify (correct) your data if it is incorrect or out of date - in accordance with art. 16 GDPR
* the right to limit data processing - in accordance with art. 18 GDPR
* the right to delete personal data, the processing of which takes place on the basis of an action signifying consent to their processing if the consent has been withdrawn - in accordance with art. 18 GDPR.

Please send your request to exercise the above-mentioned rights in writing to the address of the data administrator with the annotation "Personal data protection".

9. If you receive information that the processing of your personal data at the Central Office of Measures violates the provisions of the General Data Protection Regulation (GDPR), you have the right to submit a complaint to the President of the Office for Personal Data Protection, at the following address: ul. Stawki 2, 00-193 Warsaw.

10. Providing your personal data in the scope resulting from Art. 221 of the Act of 26 June 1974, the Labour Code and the Act of 21 November 2008 on the Civil Service (including name, surname, contact details, education, previous employment history, requirements for employment in the civil service) is required by law to participate in the recruitment process for a position in the civil service. Providing other data is voluntary.

11. Your data will not be used to make decisions in an automated manner and will not be subject to profiling.