

# INFORMATION ON THE PROCESSING OF PERSONAL DATA OF JOB APPLICANTS

In accordance with Article 13(1)–(2) of the GDPR<sup>1</sup>, we inform you that:

1. The controller of your personal data is the **International School of Gdansk**. You may contact us by post at: ul. Biała 1, 80-435 Gdańsk; by email at: [isg@gfo.pl](mailto:isg@gfo.pl); or by phone at: +48 58 342 31 00.
2. The correctness of personal data processing is supervised by the **Data Protection Officer**, who may be contacted via email at [iod@gfo.pl](mailto:iod@gfo.pl) or by post at the school's address.
3. Your personal data will be processed for the purpose of conducting the recruitment and employment process.
4. The legal basis for processing your data is:
  - **Article 6(1)(a) GDPR** – based on your consent;
  - **Article 6(1)(b) GDPR** – processing is necessary for the performance of a contract or to take steps prior to entering into a contract;
  - **Article 6(1)(c) GDPR**, in particular in connection with the **Labour Code of 26 June 1974** and relevant implementing regulations.
5. Your data collected during the recruitment process will be stored **for the duration of the recruitment procedure**.
6. Recipients of your data may include entities to whom the data is disclosed – excluding public authorities, unless such authorities receive the data as part of a specific administrative proceeding. Recipients may also include entities supporting the school in carrying out its statutory tasks.
7. Your data will **not** be transferred to a third country or to an international organisation.
8. Under the GDPR, you have the right to:
  - access your data and obtain a copy thereof;
  - rectify (correct) your data if it is inaccurate or outdated, and erase it when the processing is not required for legal compliance or the performance of a public duty;
  - restrict or object to the processing of your data;
  - lodge a complaint with the **President of the Personal Data Protection Office** (ul. Stawki 2, 00-193 Warsaw);
  - withdraw your consent to data processing, if the processing is based on your consent; withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal.
9. Providing your personal data is **voluntary**, but necessary to participate in the recruitment process. The scope of required data is based on legal provisions, in particular the **Labour Code of 26 June 1974**. Providing additional data beyond what is required by law is voluntary and constitutes consent to process such data.
10. Your data will **not** be used for automated decision-making or profiling.

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<sup>1</sup> 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 (OJ L 119, 4.5.2016, p. 1; OJ L 127, 23.5.2018, p. 2)