

Template of the information clause - RECRUITMENT

1. The Controller of your personal data is Viessmann Technika Grzewcza Sp. z o. o. with its registered office at Legnica, ul. Jaworzyńska 289, 59-220 Legnica.
2. Compliance with data protection principles at Viessmann Technika Grzewcza is supervised by a designated Personal Data Security Officer (PDSO), who can be contacted via e-mail address at: iod_w16@viessmann.com.
3. Personal data will be processed for the following purposes and based on the following legal bases:

Purpose of data processing	Legal basis for data processing
Conducting the recruitment process for the position indicated in the job advertisement	art. 6 section 1 letter c) of the General Data Protection Regulation (legal obligation – Article 22 ¹ § 1 Labor Code)
	art. 6 section 1 letter b) of the General Data Protection Regulation (taking action at the request of the data subject before concluding a contract)
	art. 6 section 1 letter a) General Data Protection Regulation (consent expressed through a clear confirmatory action, i.e. sending application documents) if the candidate provides a broader scope of data than specified by the law
Using submitted application documents for the purposes of any future recruitment processes	art. 6 section 1 letter a) of the General Data Protection Regulation (consent)

5. Recipients of personal data of job candidates shall be entities providing the administrator with services related to the operation of IT systems and IT service, entities providing services for the destruction of documents and other media, , as well as entities authorized to receive data under the law.
6. Personal data of job candidates will be stored:
 - a) until the recruitment process for the position indicated in the job advertisement is completed;

- b) in the case of consent to the processing of data for the purposes of future recruitment activities conducted by the Controller - until the consent is withdrawn, but no longer than 12 months.

After the aforementioned period, personal data will be stored for the time required by law or for the limitation period of possible claims.

7. In connection with the processing of personal data, job candidates have the following rights:

- a) the right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability,
- b) the right to withdraw consent to data processing at any time, without affecting the lawfulness of processing based on consent before its withdrawal. Consent may be withdrawn by sending e-mail to rekrutacja@viessmann.com
- c) the right to object to the processing of their personal data at any time – if the processing is necessary for the purposes of the legitimate interests pursued by the Controller and under the conditions specified in the provisions of the General Data Protection Regulation,
- d) the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office) if it is found that the processing of personal data violates the provisions of the General Data Protection Regulation.

8. All of the rights above apply to the extent provided by the General Data Protection Regulation. These rights can be exercised by sending a request to the following email address: iod_w16@viessmann.com.

9. Provision of data to the extent indicated in the Labor Code is necessary to participate in the recruitment procedure. The consequence of failing to provide this data may be the exclusion of the job candidate from the recruitment procedure. Provision of other data is voluntary and does not affect the possibility of participation in the recruitment process.