



Disclosure duties

On 25 May 2018, the Regulation (EU) 2016/679 of the European Parliament and of the Council (EU) 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 ("GDPR"), will start to apply.

Therefore, we would like to inform you for what purpose and how we process your personal data and how you can exercise your rights.

What personal data we proces ?

They involve personal data provided to us in CVs in response to the recruitment processes that we conduct for our Clients and your publicly available LinkedIn data.

Who the controller of your personal data is ?

IT Puzzle Recruitment Sp. z o.o., with its registered office in Warsaw, at ul. Puławska 2, 00-566 Warsaw, registered with the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Registry (KRS), with the KRS reference no 0000607271, NIP tax identification number: 521-372-62-55 and REGON (Business Statistical Identification Number): 363953569.

Why we want to process your data ?

We process your data for the purposes of recruitment processes commissioned to us by our Clients, including the assessment of job applicant's qualifications for a specific position, assessment of their abilities and skills, selection of the right person for hiring.

Who we can transfer your data to ?

Under the applicable law, your personal data may be entrusted for processing to our Clients to whom we provide recruitment services and to entities that enable us to provide these services and perform contracts, e.g. a hosting company.

What rights you have with regard to your data ?

You have the following rights in relation to personal data processing:

- ◆ right to withdraw consent to data processing
- ◆ right of access to personal data
- ◆ right to rectification
- ◆ right to erasure of personal data ("right to be forgotten")
- ◆ right to restriction of data processing
- ◆ right to object to continued data processing
- ◆ right to data portability

You also have the right to lodge a complaint with a supervisory authority in charge of personal data protection.



What the legal grounds for the processing of your data are ?

The legal ground for the processing of your data for the purposes of recruitment process for our Clients is:

- ◆ the law (Article 221(1) of the Polish Labour Code) and processing necessary for entering into a contract of employment
- ◆ your consent to the processing of your data provided with your CV (Article 6(1)(a) of the GDPR)

For what period we store your data ?

We store your data over the recruitment process which has been of interest to you and for the purposes of future processes in order to be able to inform you about offers corresponding to your professional experience and expectations, until the withdrawal of your consent to their processing.

How to reach us for more information about the processing of your personal data ?

Email us:

email: office@itpuzzle.com.pl

or write to us by post using the following address:

IT Puzzle Recruitment Sp. z o.o., ul. Puławska 2, 00-566 Warsaw