

INFORMATION ON THE PROCESSING OF PERSONAL DATA - CAREER/WORK

Contact details to the Data Controller:

Vistula School of Hospitality, Stokłosy 3, 02-787 Warsaw, e-mail address: info@vistula.edu.pl

Contact details to the Data Protection Officer, e-mail: iod@vistula.edu.pl

Purpose, legal basis and the period of personal data processing

- recruitment for the position, as advertised. The legal basis for data processing, in the scope of data required from the candidate and necessary for employment, are the legal provisions of the Labour Code. As regards additional data provided in the application form, the legal basis for data processing is the person's voluntary consent expressed by submitting the application. Data will be processed until the completion of the recruitment process.
- future recruitment processes conducted by the universities of the Vistula Group of Universities. The legal basis for data processing is the voluntary consent of the person provided in the CV. Data processing will continue until the consent is withdrawn, which will be tantamount to the deletion of the data. Regardless of the withdrawal of consent, the data will not be processed for the period longer than 1 year.

Data recipients

- service providers entrusted by contract with the processing of personal data for the purposes of providing services to the data controller, in particular entities such as, IT service providers, external auditors, to the extent necessary for the proper performance of the ordered services.

Transferring data to third countries (i.e. outside the European Economic Area)

Due to the use of IT solutions from external suppliers, e.g. Microsoft, it may be necessary to transfer personal data to recipients in third countries, but we ensure that the data is appropriately secured. For that purpose, we cooperate only with entities based on Standard Contractual Clauses approved by the European Commission, while maintaining appropriate measures to guarantee the security of processed data at least at the level applicable in the European Union.

Voluntary data provision

Providing data is voluntary, however failure to provide it will result in inability to participate in the recruitment process.

Rights related to the processing of Personal Data

You have the right to:

- access your data and to demand its correction, limit data processing or to delete it ("right to be forgotten")
- withdraw voluntary consent. Withdrawal of consent does not affect the lawfulness of data processing that was carried out before consent withdrawal.
- transfer personal data, i.e., to receive personal data in a structured, commonly used machine-readable format.

To exercise the above rights, you may contact us or our Data Protection Officer. Contact details are provided above.

In addition, the data subject has the right to lodge a complaint with the President of the Personal Data Protection Office.

Additional consent for future recruitment processes at the Vistula Group of Universities

If you wish to participate in future recruitment processes conducted by the Vistula Group of Universities, please add the following consent to your CV.

"I hereby give my consent to the processing of the data contained in the submitted application form for the purpose of future recruitment processes carried out by the universities of the Vistula Group of Universities."