

**Information clause of the Personal Data Administrator
for Candidates for employees and associates**

1. **Montrose Software (Polska) Sp. z o.o.** Krakow (31-046), ul. Twardowskiego 65, registered in the District Court for Kraków - Śródmieście in Kraków, 11th Commercial Division of the National Court Register No. 0000442963, NIP: 6762460915, REGON: 122734584 is the Administrator of Personal Data (hereinafter referred to as the **Administrator**) of candidates for employees and associates, hereinafter referred to as **Candidates**.
2. Respecting the rights of Candidates as subjects of personal data (data subjects) and respecting applicable law, including in particular the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection), hereinafter referred to as the GDPR, the Act of May 10, 2018, on the protection of personal data (Journal of Laws 2018, item 1000), hereinafter referred to as the Act, and other relevant provisions on the protection of personal data, the Administrator undertakes to maintain the security and confidentiality of personal data obtained from Candidates. All employees of the Administrator who process personal data in the scope of their duties have been properly trained in the processing of personal data, and the Administrator has implemented appropriate security and technical and organizational measures to ensure the highest level of personal data protection. The administrator has implemented procedures and a Personal Data Protection Policy in accordance with the provisions of the GDPR and the Act, thanks to which it ensures compliance with the law and reliability of data processing processes, as well as the enforceability of all rights of Candidates as data subjects. In addition, if necessary, the Administrator cooperates with the supervisory body in the territory of the Republic of Poland, i.e. with the President of the Office for Personal Data Protection (hereinafter referred to as PUODO).
3. Candidates' personal data are processed by the Administrator in order to:
 - a) recruiting employees and associates,
 - b) for the purposes of future recruitment, provided that the Candidate agrees to such processing.
4. Providing personal data is voluntary, but necessary for the Candidate's participation in the recruitment process. In particular, the Administrator has the right to request Candidates to provide or document the personal data indicated in art. 221 § 1 of the Act of June 26, 1974 - Labor Code (i.e. Journal of Laws of 2018, item 917, as amended) or personal data necessary to conclude a civil law contract.
5. In accordance with the principle of minimization expressed in the provisions of the GDPR, the Administrator processes only those categories of personal data that are necessary to achieve the objectives referred to in the preceding point, unless the Candidate agrees (through a declaration or clear confirmation) to the processing of more personal data provided voluntarily by the Candidate in the CV or in the cover letter. Lack of consent referred to in the preceding sentence, or its withdrawal, will not constitute grounds for unfavorable treatment of the job applicant, and will not cause any negative consequences for such a person (in particular, this lack will not be considered as a reason justifying the refusal of employment).

6. The administrator processes personal data for the period necessary to achieve the goals listed in point. 3 above. In addition, if the Candidate expresses consent to the processing of personal data for the purposes of future recruitment, referred to in point 3 lit. b above, the Administrator will process such data for the indicated purpose for a period of three years from the date of giving such consent or until the consent is withdrawn by the Candidate before the expiry of this period, which will not affect the lawful processing of data before the consent is withdrawn. Personal data may be processed for a period longer than indicated in this point, if such an obligation imposed on the Administrator results from specific legal provisions.
7. The source of personal data processed by the Administrator are Candidates, i.e. data subjects.
8. The legal basis for the processing of Candidates' personal data is:
 - a) art. 6 sec. 1 lit. b GDPR, i.e. the necessity to take action at the request of the Candidate before concluding the contract, or
 - b) art. 6 sec. 1 lit. a GDPR, i.e. the Candidate's consent to the processing of personal data for specific purposes, when other legal grounds for the processing of personal data do not apply, which primarily concerns the processing of special categories of personal data (sensitive data) of the Candidate and the processing of the Candidate's data for the purposes of future recruitment.
9. Candidates' personal data may be transferred to a third country within the meaning of the provisions of the GDPR. In the event that personal data are transferred to a third country, Candidates will be informed in advance, and the Administrator will apply the safeguards referred to in Chapter V of the GDPR.
10. The administrator does not provide personal data to third parties without the express consent of the data subject. Personal data without the consent of the data subject may be made available only to public law entities, i.e. authorities and administration (e.g. tax authorities, law enforcement authorities and other entities authorized in generally applicable law, such as ZUS or the Tax Office) in cases provided for by generally applicable law.
11. Personal data may be entrusted for processing to entities processing such data for the Administrator. In such a situation, the Administrator concludes a contract for entrusting the processing of personal data with the Processor. The processing entity processes the entrusted personal data, but only for the purposes, to the extent and for the purposes indicated in the entrustment agreement referred to in the preceding sentence. The Administrator entrusts the personal data of Candidates to IT companies that provide hosting services, support internet domains and handle computer systems used by the Administrator.
12. Candidates' personal data are not subject to profiling by the Administrator within the meaning of the provisions of the GDPR.
13. Pursuant to the provisions of the GDPR, candidates have the right to:
 - a) to be informed about the processing of personal data referred to in art. 12 GDPR,
 - b) access to your personal data, as referred to in art. 15 GDPR,
 - c) correcting, supplementing, updating, rectifying personal data referred to in art. 16 GDPR,
 - d) deletion of data (the right to be forgotten), referred to in art. 17 GDPR,
 - e) restriction of processing referred to in art. 18 GDPR,

- f) transfer the data referred to in art. 20 GDPR,
- g) object to the processing of personal data, as referred to in art. 21 GDPR,
- h) in the case of the legal basis referred to in point 7 lit. b above - the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal,
- i) not being subject to the profiling referred to in Art. 22 in connection with with art. 4 point 4 of the GDPR,
- j) lodging a complaint to the supervisory body (i.e. to the President of the Personal Data Protection Office) referred to in art. 77 GDPR,

taking into account the rules of using and exercising these rights resulting from the provisions of the GDPR.

14. If Candidates want to exercise their rights referred to in the preceding point, please send a message by e-mail or in writing to the e-mail address or correspondence address referred to in point 15 below.

15. All inquiries, requests and complaints regarding the processing of personal data by the Administrator, hereinafter referred to as Notifications, should be sent to the following e-mail address: biuro@montrosesoftware.com or in writing to the following address of the Administrator: ul. Twardowskiego 65, 31-042 Krakow.

16. The content of the Application should clearly indicate:

- a) data of the person or persons to whom the Application relates,
- b) the event that is the reason for the Report,
- c) present your requests and the legal basis for these requests,
- d) indicate the expected way of settling the matter.

17. Each identified breach of security is documented, and in the event of one of the situations specified in the provisions of the GDPR or the Act, the data subjects and the President of the Office for Personal Data Protection are informed about such a breach of the provisions on the protection of personal data.