

# PRIVACY POLICY OF DAKO-JOBCENTER.PL

## 1. DATA CONTROLLER

The Controller of personal data is DAKO JOB CENTER

- DAKO WORK Sp. z o.o. Sp. Kom.. with its registered office in Gliwice, ul. Św. Wojciecha 4, registered in the Register of Entrepreneurs of the National Court Register maintained by the District Court in Gliwice, 10th Commercial Division of the National Court Register under the KRS number 0000520196,

- DAKO JOB CENTER Sp. z o.o. Sp. Kom.. with its registered office in Gliwice, ul. Św. Wojciecha 4, registered in the Register of Entrepreneurs of the National Court Register maintained by the District Court in Gliwice, 10th Commercial Division of the National Court Register under the KRS number 0000633360

- P.H.U.DAKO Sp. z o.o. with its registered office in Gliwice, ul. Św. Wojciecha 4, registered in the Register of Entrepreneurs of the National Court Register maintained by the District Court in Gliwice, 10th Commercial Division of the National Court Register under the KRS number 0000051839

(hereinafter: "the Controller").

The Controller of personal data and the owner of the [www.dako-jobcenter.eu](http://www.dako-jobcenter.eu) website makes every effort to protect the privacy of persons using its websites. In order to implement the principle of lawful, reliable and transparent processing of your personal data while using our websites, we accept a document called Privacy Policy. Privacy Policy determines how we care about your personal data and your rights.

## 2. THE DEFINITIONS USED IN THE PRIVACY POLICY

Candidate - an adult natural person who uses the services offered by DAKO JOB CENTER on the Websites in order to search for job offers, apply for them and participate in recruitment processes.

Account - a set of resources and settings created for the User as part of the Website used to manage the services.

Profile - the functionality of the Account, allowing the User to collect selected information, including on the course of his/her professional career, history of education and other skills.

Employers - employers or consulting agencies that publish job advertisements on our websites or use recruitment services.

GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (general data protection regulation).

Website or Websites - websites belonging to DAKO JOB CENTER, under which we provide our services. The websites are located at the following addresses: [www.dako-jobcenter.eu](http://www.dako-jobcenter.eu), [dako-jobcenter.pl](http://dako-jobcenter.pl), [dako-jobcenter.de](http://dako-jobcenter.de)

User - an adult natural person who has an Account and uses the services offered by DAKO JOB CENTER on the Websites.

Not logged User - an adult natural person who uses the services offered by DAKO JOB CENTER, which do not require creation of an Account.

### **3. OBJECTIVES OF PROCESSING OF YOUR PERSONAL DATA AND THE LEGAL BASIS FOR THE PROCESSING**

The Data Controller processes personal data of Candidates and Employees transferred via the contact form located on [www.dako-jobcenter.eu](http://www.dako-jobcenter.eu), [dako-jobcenter.pl](http://dako-jobcenter.pl), [dako-jobcenter.de](http://dako-jobcenter.de) subpages, for the following purposes:

- providing information in the scope indicated by you in the Contact Form. Processing of personal data contained therein is carried out on the basis of your consent (in accordance with Article 6 (1) (a) of GDPR); Providing personal data by you is voluntary, but necessary to take advantage of the functionality of the form. The lack of personal data will result in the inability to send data by the use of the form. Personal data will be processed until you withdraw your consent to such processing.

The Data Controller processes personal data of Jobseekers transferred via the contact form located on [www.dako-jobcenter.eu](http://www.dako-jobcenter.eu), [dako-jobcenter.pl](http://dako-jobcenter.pl), [dako-jobcenter.de](http://dako-jobcenter.de) subpages, for the following purposes:

- implementation of recruitment processes and setting up and maintaining a user account. The processing of personal data contained therein is carried out on the basis of your consent (in accordance with Article 6 (1) (a) of GDPR); Providing personal data by you is voluntary, but necessary for registration on the website. The lack of personal data will result in the inability to register and create the account. Personal data will be processed until you withdraw your consent to such processing.
- profiling Candidates' data - automatic compilation of information provided by you and automatic adjustment of the Candidate's profile for job offers in order to provide services based on the latest technological solutions. Data profiling takes place in the case of your consent to the processing of data in this area (legal basis of Article 6(1) (a) in conjunction with Article 22 (1) and (4) of the GDPR). Personal data will be processed until you withdraw your consent to such processing.

The Data Controller processes personal data of registered Candidates having the account on [www.dako-jobcenter.eu](http://www.dako-jobcenter.eu), [dako-jobcenter.pl](http://dako-jobcenter.pl), [dako-jobcenter.de](http://dako-jobcenter.de) subpages, for the following purposes:

- implementation of recruitment processes and maintaining a user account. Processing of personal data contained therein is carried out on the basis of your consent expressed during the account registration (in accordance with Article 6(1) (a) of GDPR); Personal data will be processed until you withdraw your consent to such processing.
- profiling Candidates' data - automatic compilation of information provided by you and automatic adjustment of the User's profile for job offers in order to provide services based on the latest technological solutions. Data profiling takes place in the case of your consent to the processing of data in this area (legal basis of Article 6(1) (a) in

conjunction with Article 22(1) and (4) of the GDPR) Personal data will be processed until you withdraw your consent for such processing.

The Controller processes the data transferred through the contact form, collected during registration and processed as part of the registered user profile for the following purposes:

- securing any claims of the Data Controller, User or Not Logged User, if such claims arise, based on the legitimate interest of the Data Controller to defend against claims by third parties or to pursue their claims (in accordance with Article 6(1) (F) of GDPR); Personal data will be processed until the prescription of the claims concerning related to the processing of your personal data
- marketing and promotion of products and services - in the case of the consent (in accordance with Article 6 (1) (a) of GDPR); Personal data will be processed until you withdraw your consent to such processing.
- sending commercial information (in accordance with Article 10(2) of the Act on Rendering Electronic Services and Article 6 (1) (a) of GDPR); Personal data will be processed until you withdraw your consent to such processing.
- using telecommunications terminals for direct marketing purposes in the case of consent (Article 172 of the Act of 16 July 2004 on Telecommunications and Article 6(1) (a) of GDPR). Personal data will be processed until you withdraw your consent to such processing.

## **4. DATA RECIPIENTS**

In connection with the processing of data for the purposes indicated in section 3, your personal data may be made available to other personal data recipients or categories of recipients. The recipients of your data may be:

- persons involved in recruitment and personnel making decisions about employment, as well as persons responsible for IT supervision, supervision over the correctness of recruitment activities, including lawyers
- processors that process your personal data on behalf of the Data Controller on the basis of the personal data processing agreement.

## **5. RIGHTS OF THE DATA SUBJECTS**

Due to the processing of your data by the Data Controller, you are entitled to:

- the right to access the data, in accordance with Article 15 of the GDPR - the right to receive confirmation of your personal data being processed, and if it is processed, you are entitled to access, obtain a copy and to obtain the following information: processing purposes, categories of personal data, information about recipients or categories recipients to whom the data have been or will be disclosed, the period of data storage or criteria for determining the data, your rights related to the processing of your personal data, the possibility of lodging a complaint to the supervisory authority, on the source of personal data if they were not obtained directly from you and on profiling and automated decisions processing;
- the right to rectify data, in accordance with Article 16 of the GDPR - if you receive information that your personal data processed by the Data Controller are incorrect, out of date or incomplete, you have the right to demand their prompt correction or completion;

- the right to delete data, in accordance with Article 17 of the GDPR, whereby, if you expressed the consent to the processing of personal data, the request for deletion will have the effect equal to the consent withdrawal;
- d. the right to limit data processing, in accordance with Article 18 of the GDPR - you may request that processing be stopped, except for storage, in situations in which:
  - you question the accuracy of personal data - for the period in which the Data Controller will verify their correctness;
  - you question the lawfulness of the processing of personal data by the Data Controller;
  - The Data Controller does not need the data anymore, but they are necessary for you to establish, investigate or defend its claims;
  - You objected to the processing - to the time the decision of the Data Controller regarding the legitimacy of the objection;
- the right to object to data processing, in accordance with Article 21 of the GDPR;
- the right to transfer data in accordance with Article 20 of the GDPR - to receive, in a structured, commonly used machine-readable format, the personal data that you provided to the Data Controller, if processing is carried out on the basis of your consent, or to request that the data is sent to another controller indicated by you.

## **6. POSSIBILITY TO WITHDRAW THE CONSENT**

In cases where the processing of your data takes place on the basis of consent to the processing of personal data, you have the right to withdraw your consent at any time, without affecting the legality of the processing, which was made on the basis of consent before its withdrawal.

In situations where your data was processed on the basis of the consent, withdrawal of consent prevents further use of the services offered by the Website.

Alone after logging in to your profile in the [www.dako-jobcenter.eu](http://www.dako-jobcenter.eu), [dako-jobcenter.pl](http://dako-jobcenter.pl), [dako-jobcenter.de](http://dako-jobcenter.de) system or by sending a request to withdraw your consent to the e-mail address [dako@dako.org.pl](mailto:dako@dako.org.pl)

## **7. DATA PROCESSING OUTSIDE THE EU TERRITORY**

The Data Controller declares that it will not transfer entrusted personal data outside the territory of the European Union, unless it obtains in advance the written consent of the data subject and ensures the fulfilment of all obligations resulting from the GDPR regarding the transfer of personal data to third countries.

## **8. RIGHT TO LODGING A COMPLAINT TO THE SUPERVISORY AUTHORITY**

If you believe that the processing of your data violates the provisions of the GDPR, you have the right to lodge a complaint to the supervisory authority.

## **9. COOKIES**

In order to improve the functionality of the Services, the Controller declares that it uses the cookies mechanism.

Cookies are files saved on the device (computer, smartphone, tablet), on which a web browser is installed, by the use of which the user browses websites.

Cookies used by the Controller do not store any personal data of the User. The User's identity is not disclosed by means of cookies.

Based on the information collected, the Controller can create statistics. Statistics are created in a way that does not allow individual Users to be identified. Information collected by the Controller will not be made available to the entities or persons other than those authorized under the provisions of generally applicable law and authorized to administer the Websites.

In any case, the User may block the installation of cookies or delete permanent cookies using the appropriate browser options. In case of problems, it is recommended to use the browser's help file or contact the browser producer.

Each User who does not agree to the use of cookies is obliged to modify the settings of the web browser. The configuration of the User's system enabling the use of cookies means that you consent that the Controller keep the information referred to in Article 173(2) of the Act of 16 July 2004 - Act on Telecommunications.

## **11. INTERNET ANALYSIS**

The Controller performs the functions of obtaining information about Users and their behaviours in the following way:

- by collecting cookies;
- by the use of Google Analytics.

The Controller declares that it uses Google Analytics, an online analytics service provided by Google Inc. (hereinafter: "Google"). Google Analytics processes cookies containing information on website visits, as well as the User's system profile (including its IP address).

The information mentioned above is transferred to Google and stored on servers located in the United States. Google uses this information to evaluate the use of the Website by the User, to create reports on traffic on the Websites and to provide other services related to traffic on the Websites and the use of the Internet.

Google may also transfer the above information to third parties, as required by law or if third parties process this information on behalf of Google.

## **12. PROFILING**

The Controller performs the functions of obtaining information about Users and compiling the information provided by the Users automatically in order to automatically adjust the User's profile to job offers in order to provide services based on the latest technological solutions using data voluntarily provided by the Users.

Personal data will be processed until the User withdraws his/her consent to such processing.