*………………………………………………………………………………………………………… ……………………………………………..*

*imię i nazwisko osoby składającej oświadczenie data/date*

*name and surname of the person submitting the declaration*

**ZGODA NA**

**PRZETWARZANIE DANYCH OSOBOWYCH**

**do celów prowadzenia procesów rekrutacyjnych (obecnych i przyszłych)**

**CONSENT TO**

**PROCESSING OF PERSONAL DATA**

**for the purpose of conducting recruitment processes (current and future)**

Wyrażam zgodę na przetwarzanie moich danych osobowych przez Instytut Chemii Organicznej PAN z siedzibą w Warszawie, NIP: 5250008933 („Administrator Danych”) zawartych w moim życiorysie (CV), w szczególności: imienia (imion) i nazwiska, imion rodziców, daty urodzenia, miejsca zamieszkania (adresu do korespondencji), wykształcenia oraz przebiegu dotychczasowego zatrudnienia, w celu przeprowadzania procesu rekrutacji na stanowisko wskazane w ogłoszeniu konkursowym, umożliwienia kontaktu ze mną, oceny kwalifikacji, dopasowania oferty pracy i przekazywania informacji dotyczących procesu rekrutacji. / I consent to the processing of my personal data by the Institute of Organic Chemistry of the Polish Academy of Sciences with its seat in Warsaw, NIP: 5250008933 ("Data Administrator") contained in my curriculum vitae (CV), in particular: name(s) and surname, parents' names, date of birth, place of residence (correspondence address), education and the course of previous employment, in order to carry out the recruitment process for the position indicated in the competition announcement, enable contact with me, assess qualifications, match the job offer and provide information on the recruitment process.

Wiem, że w każdej chwili mogę wycofać zgodę na przetwarzanie moich danych osobowych, co nie wpływa na zgodność z prawem przetwarzania, którego dokonano przed wycofaniem mojej zgody. / I am aware that I can withdraw my consent to the processing of my personal data at any time, which does not affect the lawfulness of the processing that was conducted before the withdrawal of my consent.

1. obecnego procesu rekrutacji na ww. stanowisko / the current recruitment process for the above-mentioned position

*(parafka/signature)*

1. przyszłych procesów rekrutacji na ww. stanowisko przez okres 1 roku od dnia wyrażenia zgody / future recruitment processes for the above-mentioned position for a period of 1 year from the date of consent

*(parafka/signature)*

Zapoznałem(-am) się z treścią klauzuli informacyjnej, w tym z informacją o celu i sposobach przetwarzania danych osobowych oraz prawie dostępu do treści swoich danych i prawie ich poprawiania. / I have read the content of the information clause, including information about the purpose and methods of processing personal data and the right to access my data and the right to correct it.

*(parafka/signature)*

**…………………………………………………………..**

*(podpis/signature)*

**Information clause on personal data processing (recruitment)**

In accordance with Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 the repeal of Directive 95/46/EC (General Data Protection Regulation) hereinafter also abbreviated as ‘GDPR’, we kindly inform you that:

1. **The Administrator of personal data**

The Administrator of your personal data is the Institute of Organic Chemistry of the Polish Academy of Sciences with its registered seat in Warsaw at 44/52 Kasprzaka Street, 01-224 Warsaw, NIP (Tax Identification Number): 5250008933, REGON (National Business Registry Number): 000325848 (“Data Administrator”).

1. **The Administrator contact details**

**You can contact the Data Administrator:**

1. by phone: +48 22 3432320;
2. at the email address: sekretariat@icho.edu.pl;
3. in a written form, by sending correspondence to the following address: Institute of Organic Chemistry of the Polish Academy of Sciences, 44/54 Kasprzaka Street, 01-224 Warsaw.
4. **Data Protection Officer contact details**

The Data Administrator has designated a Data Protection Officer with whom you can contact in all matters relating to your personal data processing and the exercise of your rights:

1. at the email address: iodo@icho.edu.pl;
2. in a written form, by sending correspondence to the following address: Institute of Organic Chemistry of the Polish Academy of Sciences, 44/54 Kasprzaka Street, 01-224 Warsaw.
3. **Purpose and legal grounds of data processing**

Your personal data will be processed in order to conduct the recruitment process for the position indicated in the competition announcement, enable contact with you, assess qualifications, match the job offer and provide you with information regarding the recruitment process, based on:

1. your consent (Art. 6 Section 1, letter a of the GDPR);
2. legal provisions, in particular the Labour Code and the Civil Code (Art. 6 Section 1, letter c of the GDPR);
3. the legitimate interest of the Data Administrator (Art. 6 Section 1, letter f of the GDPR), which is the assessment of the ability and skills in order to present an appropriate recruitment offer.
4. **Recipients of personal data**

Your data for the purpose of conducting the recruitment process for the position indicated in the competition announcement, enabling contact with you, assessing qualifications, matching the job offer and providing you with information regarding the recruitment process, may be made available to:

1. entities authorized under the provisions of law (courts, state authorities);
2. entities providing accounting, IT, marketing, communication, analytical, legal and debt collection services;
3. subcontractors and other entities with which the Data Administrator cooperates.
4. **The right to withdraw your consent**

You have the right to withdraw your consent to the processing your personal data at any time by sending such a request to the Data Administrator to the email address or to the Data Administrator’s correspondence address. The withdrawal of consent does not affect the lawfulness of processing based on your consent before its withdrawal.

1. **The right to object**

You have the right to object to the processing of your personal data at any time: by email or by phone.

1. **Transfering data outside the European Economic Area**

The Personal Data Administrator does not transfer data outside the European Economic Area(EEA).

1. **Data storage period**

Your personal data will be processed by the Data Administrator for the duration of the recruitment process, and if you consent to the processing of your data in future recruitment processes, for a period of one year from the date of consent.

1. **Rights of the data subject:**

According to the GDPR, you are entitled to:

1. access your data and receive copies of them;
2. rectify (correct) your data;
3. delete your data (if there are no legal grounds for the processing of personal data, you can request their deletion);
4. restrict the processing of your data (you have the right to request that the processing of your personal data be restricted only to their storage or performance of agreed actions, if the data held is incorrect or processed unreasonably; or when its removal is not possible due to the need to establish, pursue or defend legal claims);
5. the right to data portability (the right to receive personal data provided on the basis of consent in a structured, commonly used and machine-readable format; you also have the right to request transmission of this data directly to another personal data administrator);
6. lodge a complaint to the supervisory body in case you consider that processing by the Data Administrator concerning your personal data infringe the GDPR regulations; since 25 May 2018, the President of the Office of Personal Data Protection is the supervisory authority.

In order to exercise your rights, you may send a request to the email address or go to the seat of the Data Administrator. Please remember that before exercising your rights, the Data Administrator will have to identify you accordingly.

1. **Information on the voluntary submission of data**

Your data submission is voluntary, but necessary to carry out the recruitment process for the position indicated in the competition announcement, enable contact with you, assess qualifications, match the job offer and provide you with information regarding the recruitment process, and if you consent to it - also in further recruitment processes for a position in accordance with the announced competition for a period of one year from the date of consent.