

Personal Data Controller Information Clause
- employees / former employees / job candidates / candidates for training

Pursuant to 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 repealing Directive 95/46/EC, the General Data Protection Regulation, referred to as the **GDPR** (OJ L of 2016, No. 119, item 1, as amended), **we hereby inform you** that the lawfulness of the processing of data fulfills the following conditions set forth in Article 6(1)(a) of the GDPR (consent), Article 6(1)(b) of the GDPR (necessary for the performance of a contract), Article 6(1)(c) of the GDPR (compliance with a legal obligation to which the controller is subject) or Article 6(1)(f) of the GDPR (legitimate interests pursued by the controller) and that:

- 1) the University of Economics in Katowice with its registered office at ul. 1 Maja 50, 40 - 287 in Katowice is the controller of your personal data referred to in point 4), and hereinafter is referred to as "the Administrator";
- 2) the Controller appointed the Data Protection Officer for supervising the accuracy of personal data processing, who can be contacted by e-mail: iod@ue.katowice.pl;
- 3) the Controller will process the personal data of the persons from the categories: employees / former employees / job candidates / candidates for training;
- 4) the necessary personal data of persons from the categories referred to in point 3) specified in the applicable legal regulations will be processed, including: first name(s), surname, signature, date of birth, employee's address, education, professional qualifications, previous employment history, personal data of the employee's children and other members of their immediate family, if the provision of such personal data is necessary due to the employee's exercise of special rights provided for in the Labor Code, the employee's PESEL [Personal ID] number, and in the absence thereof - the type and number of the document confirming identity, the number of the payment account, if the employee has not submitted an application for direct payment of remuneration, or, alternatively, documents proving the legal and factual situation, contact details and other required personal data required under law necessary to process them in order to achieve the objectives referred to in point 6);
- 5) providing personal data within the scope required under applicable legal regulations is obligatory and necessary for the achievement of the objectives referred to in point 6), in other cases providing personal data is voluntary, the refusal to provide specified personal data may render the objectives in question not fulfilled;

- 6) your personal data referred to in point 4) will be processed for, inter alia, the purposes of: negotiating, concluding and performing the employment contract, concluded with the Controller, employment, social assistance, ensuring commercial social benefits and safety and organization of work, video monitoring, monitoring of IT systems, internal visual identification of employees or use of access control system, within the framework of access to training to improve professional qualifications within the scope defined by the binding legal regulations (including, among others, the provisions of the Labor Code, social security, tax law or financial law), the performance by the Controller of information, archiving and statistical obligations, direct contact, carrying out all activities related to the implementation of these objectives and the protection of the Controller's interests (including possible claims that may arise in connection with the implementation of the objectives in question or defense against such claims), as well as keeping records required by applicable law;
- 7) the possession of your personal data referred to in point 4) by the Controller is a requirement resulting from the provisions of law in force in this respect and from the implementation of the objectives referred to in point 6);
- 8) no processing of personal data referred to in point 4) is envisaged, for a purpose other than that for which the personal data were collected, referred to in point 6;)
- 9) the recipients of your personal data referred to in point 4), include authorized employees of the Controller, any entities processing personal data on behalf of the Controller and entities authorized to obtain personal data on the basis of applicable laws, as well as occupational medicine entities, training providers, social packages providers (e.g. of pension schemes, group insurance, sports cards for staff), travel agencies (for the purposes of staff missions) or external property protection services providers;
- 10) your personal data referred to in point 4) will be processed and stored until the expiry of the legal obligation resulting from the applicable provisions of the law, i.e. for the period of time necessary to achieve the objectives referred to in point 6) and for the period of time specified in the applicable provisions of the law for handling potential claims;
- 11) you have the right of access to the content of your personal data referred to in point 4), as well as the right to correct, erase (if legally permissible), restrict processing, transfer, object to processing, as well as withdraw the consent at any time, which shall not affect the lawfulness of processing if the consent of the person who gave his or her consent is the legal basis for processing personal data;
- 12) you have the right to lodge a complaint with a supervisory authority (i.e. the Inspector General for the Protection of Personal Data), if you think that the

processing of your personal data referred to in point 4) violates the GDPR regulations;

13) your personal data referred to in point 4) shall not be processed by automated means, including in the form of profiling;

14) your personal data referred to in point 4) shall not be shared with any third country/international organization, unless this is required due to legal obligations of the Controller.