

Information clause in the recruitment process

1. This information obligation is implemented in connection with Articles 13 and 14 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 repealing Directive 95/46/EC ("GDPR").
2. The controller of your personal data is Arval Service Lease Polska Sp. z o.o., Warsaw, ul. Wołoska 24, 02-675).
3. Arval Service Lease Polska Sp. z o.o. has appointed a Data Protection Officer, who can be contacted by e-mail at: hrprivacy.pl@arval.pl. You can contact the data protection officer on all matters regarding personal data processing and the exercise of rights related to data processing.
4. Your personal data presented in your CV or cover letter and provided during an interview or in connection with taking qualification tests or examinations to the extent specified in the provisions of the Labour Code (Article 22¹ § 1) will be processed for the purpose of the current recruitment procedure (Article 6(1)(b) GDPR), while the remaining data will be processed on the basis of your consent (Article 6(1)(a) GDPR), which can be revoked at any time. Your provision of other personal data is voluntary but necessary to take part in the recruitment process.
5. Your personal data is being processed in connection with:
 - the performance of activities related to your involvement in the recruitment process on the basis of the right arising from Article 22¹ of the Labour Code and your job application submitted to Arval Service Lease Polska Sp. z o.o. or another company with its registered office in Poland or abroad which is a part of the group to which BNP Paribas Bank Polska S.A. belongs (Article 6(1)(b) GDPR). The detailed list of companies from this group can be found in the Bank's website: <https://www.bnpparibas.pl/korporacje/oferta-grupy-bnp/podmioty-bnp-paribas-w-polsce>;
 - your involvement in future recruitments (Article 6(1)(a) GDPR) to group companies if you agree to take part in future recruitments;
 - the fulfilment of the controller's legitimate interest regarding the data obtained from you during the recruitment process in connection with checking your skills and abilities, which are needed to work in the position specified in the advertisement. The basis of the processing of this data is our legitimate interest (Article 6(1)(f) GDPR);
 - the fulfilment of the controller's legitimate interest in the event of a legal need to prove facts, to prove the fulfilment of duties to assert or defend against claims, if the claims apply to our recruitment, in proceedings before courts or state authorities and in order to be able to respond to correspondence, requests and demands (the legal basis is Article 6(1)(f) GDPR);
 - the fulfilment of Arval Service Lease Polska Sp. z o.o.'s legal obligations (Article 6(1)(c) GDPR), to prevent money laundering and terrorist financing (Article 6(1)(f) GDPR);
 - if your personal data is to be processed for a purpose other than those specified above, this will take place each time after you give your consent to the processing of your personal data, to the extent and for the purpose specified in that consent (the legal basis is Article 6(1)(a) GDPR);
6. The following may be recipients of your personal data:
 - authorized employees of Arval Service Lease Polska Sp. z o.o. and companies from the BNP Paribas group;
 - entities providing IT services, e-mail and hosting providers, as well as providers of consulting, legal and auditing services to Arval Service Lease Polska Sp. z o.o.;
 - a medical company working with Arval Service Lease Polska Sp. z o.o. with regard to conducting initial medical examinations;
 - entities authorized for this under the generally applicable provisions of the law.

7. If we have received your data from an entity supporting Arval Service Lease Polska Sp. z o.o. in handling the recruitment, we shall process the data to the extent to which it has been disclosed in the CV and the recruitment documents.
8. Your personal data will be stored for a period of:
 - 2 years from the date of the application to participate in the recruitment process – for the purpose of conducting a specific recruitment, with regard to the data of people who have agreed to their data being used in future recruitment processes;
 - up to the end of the recruitment process for the position for which you are applying – for the purpose of conducting a specific recruitment, with regard to the data of people who are taking part in a specific recruitment and have not agreed to their data being used in future recruitment processes;
 - personal data being processed for the purpose of fulfilling the controller's legitimate interest in the event of a legal need to prove facts, to prove the fulfilment of duties to assert or defend against claims, if the claims apply to our recruitment, in proceedings before courts or state authorities and in order to be able to respond to correspondence, requests and demands will be processed for the limitation period of claims arising from the provisions of the law, as well as for the period of time for which the regulations require us to keep the data.
9. The controller will not transfer the personal data outside the EEA.
10. The personal data of candidates will not be subject to automated decision-making or profiling.
11. You are entitled to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent does not affect the legality of the data processing conducted before the withdrawal of the consent. The withdrawal of the consent prevents you from participating in further recruitment processes.
12. You are entitled to object to the processing of your data under Article 6(1)(f) GDPR.
13. In connection with the processing of your personal data, you have the right to access your data (Article 15 GDPR), receive copies of the data (Article 16(3) GDPR), rectify / correct your data (Article 16 GDPR), delete your data (Article 17 GDPR), limit the processing of your data (Article 18 GDPR), transfer your data (Article 20 GDPR) and the right to object (Article 21 GDPR).
14. In the event of the illegal processing of your personal data by Arval Service Lease Polska Sp. z o.o., you are entitled to file a complaint with the President of the Personal Data Protection Office.