

**INFORMATION CLAUSE  
FOR JOB CANDIDATES**

## INFORMATION CLAUSE

Pursuant to Article 13(1) of the General Data Protection Regulation of 27 April 2016 (GDPR), I hereby inform you that:

- The controller of your personal data is FHU IKAR Irena Kaczmarek, ul. Długa 58, 62-811 Kościelna Wieś, Tax Identification Number (NIP): 6191658563 - hereinafter referred to as IKAR.
- For any matters related to personal data protection, please contact us by email: [contact@ikarlogistic.com](mailto:contact@ikarlogistic.com), or by phone: +48 517-127-262, +48 505-130-887, +48 502-140-126.
- The Controller collects the following personal data (in whole or in part): in accordance with Article 221 § 1 of the Labor Code: first name(s) and last name, date of birth, contact details provided by the candidate, education, professional qualifications, previous employment history; data other than those specified in Article 221 § 1 of the Labor Code when necessary to exercise a right or fulfill an obligation arising from a legal provision.
- Your personal data will be processed for the following purposes: conducting the recruitment process, based on the authorization arising from Article 22<sup>1</sup> of the Labor Code, in the scope of: first name and last name, date of birth, contact details, education, professional qualifications, and previous employment history. The basis for processing the above-mentioned personal data is a legal obligation (Article 6 paragraph 1 letter c of the GDPR); conducting the recruitment process, based on your consent to the processing of your personal data, i.e., personal data other than those indicated in the point above, provided in your CV, application form, cover letter, and other documents. The basis for processing is the aforementioned consent (Article 6 paragraph 1 letter a of the GDPR); To pursue the Controller's legitimate interest in the data collected from you during the recruitment process in connection with verifying your skills and abilities required for the position specified in the advertisement. The basis for processing this data is the Controller's legitimate interest (Article 6, paragraph 1, letter f of the GDPR); to conduct future recruitment processes, based on your consent to the processing of personal data provided in your CV, application form, cover letter, and other documents. The basis for processing is your consent (Article 6, paragraph 1, letter a of the GDPR).
- Your personal data may be transferred to authorized institutions specified by law and to processors that provide services to the Controller and to whom this data is entrusted.

**FHU "IKAR" Irena Kaczmarek**

ul. Długa 58, 62-811 Kościelna Wieś PL

NIP: 6191658563 BDO: 000656990 DUNS: 365972564

e-mail: [contact@ikarlogistic.com](mailto:contact@ikarlogistic.com)

- Your personal data will be stored for the recruitment period and after the recruitment period ends: Data storage for current recruitment purposes: up to one month from the date the data is made available. Data storage for future recruitment purposes: up to one year from the last activity related to Ikar services, if separate consent has been provided.
- You have the right to access your data and the right to rectify, erase, restrict processing, the right to data portability, the right to object, and, if processing is based on consent, the right to withdraw consent to the processing of personal data at any time, without affecting the lawfulness of data processing before its withdrawal.
- You can exercise the above rights by sending an email to [contact@ikarlogistic.com](mailto:contact@ikarlogistic.com).
- If you believe that the processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office.
- Provide the following data: first name(s) and last name; date of birth; contact details; education; The information about your previous employment history and the current recruitment process is a statutory requirement, and failure to provide it will result in the rejection of your application. Providing other data for current recruitment processes is voluntary and has no legal consequences. Providing data for future recruitment processes is voluntary, but necessary to conduct these processes, and failure to provide it will result in the rejection of your application.
- In accordance with Article 21(4) of the GDPR, you have the right to object to the processing of your personal data. Your objection should be submitted to the email address provided above. Pursuant to Article 21(1) of the GDPR, when filing an objection, you must indicate the reasons for your objection related to your specific situation.
- Your personal data will not be processed in an automated manner (including profiling) in a way that could result in any decisions being made as a result of such automated processing.