

See how we process your personal data

I. PERSONAL DATA CONTROLLER

The controller of personal data provided by you in connection with the recruitment process Mood Up Sp. z o.o. in Poznan, ul. Stablewskiego 47/12, 60-213 Poznań, e-mail: jobs@moodup.team, telefon:+48 616 113 876, KRS: 0000465193, NIP: 7831693357, REGON 302256266 (the '**Company**').

II. PURPOSES OF PERSONAL DATA PROCESSING

We will use your personal data for the following purposes:

- a) conduction of current recruitment process, including assessment of your qualifications in connection with requirements for position you apply for;
- b) processing of your personal data for future recruitment processes, based upon your separate consent;
- c) realization of our legitimate interests, which are: verification of your competences, realization of internal administrative purposes within **Mood Up Sp. z o.o.** (cf. section VI), determination, pursuing of or defence against claims (described in more detail in section III.e-g).

III. LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

Legal basis for processing your personal data is:

- a) an obligation to comply with legal provision (Article 6.1.c of the GDPR in connection with the provisions of Labour Code) when the planned form of employment is an employment contract in the scope of the following data: name and surname; date of birth; contact details; data about education and professional qualifications; the course of previous employment;
- b) your consent (Article 6.1.a of the GDPR) to the processing of data provided in your CV and in the cover letter, if you provide us with data other than those required by the provisions of the Labour Code: name and surname; date of birth; contact details; data about education and professional qualifications; the course of previous employment;
- c) taking steps prior to entering into a contract at the request of the data subject (Article 6.1.b of the GDPR);
- d) our legitimate interest - in the scope of personal data collected during the job interview (Article 6.1.f of the GDPR); our legitimate interest is the possibility to check your skills and qualifications;
- e) our legitimate interest - in order to establish or pursue any claims by the Company or to defend against claims against the Company (Article 6.1.f of the GDPR); a legitimate interest is the possibility of determining, pursuing of or defending against claims.

Additionally, if you provide us with separate consent, we will be able to process your personal data for the purposes of future recruitment processes (Article 6.1.a of the GDPR).

IV. OBLIGATION TO PROVIDE PERSONAL DATA

Providing your personal data in the scope indicated in art. 22 [1] §1 of the Labour Code (cf. section III.a) is necessary for the participation in the recruitment process – as it is required by law – and, if the basis for your employment would be a civil law contract – it is our requirement in the recruitment process. If you do not provide this information, Company may be unable to consider your employment application. Providing other data is voluntary.

V. PERIOD OF PERSONAL DATA STORAGE

We will store your personal data until the end of the recruitment process for the position you are applying for.

If you have provided us with separate consent to the processing of data for the purpose of future recruitment processes, we will process your personal data for a period not longer than 1 year from the date of their collection or until your consent is withdrawn, if it is earlier.

VI. YOUR RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

You have the following rights related to the processing of personal data:

- the right to withdraw consent to data processing at any time - to the extent that your data is processed on the basis of your consent (cf. section III). Withdrawal of consent does not affect the legality of the processing which was carried out on the basis of your consent before its withdrawal. You can withdraw your consent by sending an appropriate statement to us (our contact details are indicated in point I);
- the right to access your personal data (including the right to obtain copies of processed personal data);
- the right to request the rectification of your personal data;
- the right to request the deletion (erasure) of your personal data ('right to be forgotten');
- the right to demand the restriction of the processing of your personal data;
- the right to data portability, i.e. the right to receive your personal data from us, in a structured, commonly used, machine-readable IT format. You have the right to transfer your personal data only with regard to the data that we process on the basis of your consent or contract.

In addition, to the extent that we process your data on the basis of our legitimate interest - you have the right to object to the processing of data due to your particular situation.

To exercise the above mentioned rights, contact us at the address indicated in section I.

VII. THE RIGHT TO LODGE A COMPLAINT WITH THE SUPERVISORY AUTHORITY

You also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data (in Poland it is the President of the Office for Personal Data Protection – *Prezes Urzędu Ochrony Danych Osobowych*).

VIII. AUTOMATED DECISION MAKING

We will not use your data for automated decision making that affects your legal situation.

Note under the recruitment form:

By sending us your application documents, you consent to the processing of your personal data contained therein by **Mood Up Sp. z o.o.** with its registered office in Poznan (KRS: 0000465193) in order to carry out the recruitment process in connection with which you submit recruitment documents.

Additional consent for future recruitment processes:

If you are interested in having your personal data registered in our database of job candidates for a period of 1 year (in order to carry out recruitment processes in the future), also add (e.g. in your CV) the following consent:

I hereby give consent for processing by **Mood Up Sp. z o.o.** with its registered office in Poznan: (KRS: 0000465193), my personal data contained in the recruitment application (form and attached recruitment documents), for the purpose of future recruitments, but not longer than 1 year from the date of granting this consent.