

**INFORMATION CLAUSE**  
**CANDIDATES FOR WORK / INTERNSHIP OR APPRENTICESHIP**  
**"WUŻ" PORT AND MARITIME SERVICES LTD.**  
**Sp. z o.o.**

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Dear Reader,

Pursuant to the provisions of Regulation 2016/679 of the European Parliament and of the European Union 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 (hereinafter: "GDPR"), in particular art. 13 of GDPR, and also in view of ensuring that the personal data of the candidates for work, internship or apprenticeship are properly dealt with, we wish to kindly inform that:

1. The controller of your personal data (hereinafter: Personal Data) is "WUŻ" Port and Maritime Services ltd. Sp. z o.o. with its registered seat in Gdańsk, 80-542, at ul. Przemysłowa 4, under KRS no: 0000100144.
2. Please contact us by e-mail if you have any questions concerning the processing of the Personal Data by our company. Our e-mail address: [iod@wuzportgdansk.pl](mailto:iod@wuzportgdansk.pl)
3. Depending on individual circumstances, we may process the Personal Data for various reasonable purposes and various durations. We present below the information about the purposes, legal grounds and durations of the processing of the Personal Data of the candidates:

<i>Item</i>	<i>Purpose of Processing</i>	<i>Legal Basis of Processing</i>	<i>Duration of Processing</i>
1.	Current recruitment process	Art. 6 section. 1 letter a of GDPR and/or Art. 221 <sup>1</sup> of the Labour Code	During the recruitment period
2.	Storage of personal data for the purpose of future recruitment processes	Art. 6 section. 1 letter a of GDPR	By the time the consent is withdrawn / objection is filed, however, not later than one year following the submission of application documents
3.	Reply to the submission of recruitment documents when our company does not run any recruitment process	Art. 6 section. 1 letter f of GDPR	10 days following the receipt of recruitment documents

4. In order to carry out the recruitment process and for reasonable purposes indicated in the table above, the Personal Data can be provided to the following entities collaborating with us: electronic mail service providers, our IT and archiving service providers, expert auditors and auditor firms.
5. If the consent has been given only with regard to the current recruitment process, the personal data will be deleted immediately after the completion of the process. If, however, the consent has been given also with regard to the future recruitment processes, we will be processing your personal data with regard to other job positions until the consent is withdrawn or an objection is filed, not later than a year following the submission of application documents.

6. Regarding the Personal Data being processed by our company, you shall have the **right to**:
  - 1) have access to the Personal Data, including the right to obtain their copy,
  - 2) request the rectification of the Personal Data - in case the data are untrue or incomplete,
  - 3) object to the processing of the Personal Data,
  - 4) request the deletion of the Personal Data when:
    - a) the Personal Data are not longer necessary for the purposes for which they have been collected or otherwise processed,
    - b) the person whom the data refer to has objected to the processing of the Personal Data,
    - c) the person whom the data refer to has withdrawn the consent to the processing of the Personal Data which is the basis for the processing of the data and there is no other legal basis for the processing of the data,
    - d) the Personal Data have been processed unlawfully,
    - e) the Personal Data must be deleted in order for a mandatory legal obligation to be complied with.
  - 5) request the transfer of the Personal Data,
  - 6) withdraw the consent to the processing of the Personal Data at any moment, without it having any effect on the conformity to the processing law, based on the consent before its withdrawal unless there exists another legal basis for the processing of the data.
7. In case you have become aware of illegal processing of the Personal Data, you shall be entitled to lodge a **complaint** to the President of the Personal Data Protection Office.
8. Providing the Personal Data is voluntary but failure to disclose them shall make it impossible to take your candidacy into account during the recruitment.
9. We shall not process the Personal Data for the purpose of the automated decision-making process, including the so-called profiling.
10. The Personal Data shall not be transferred to third States, that is, beyond the European Economic Zone or any international organisations.
11. We shall make every effort to ensure that all physical, technical and organisational means of the personal data protection have been employed to protect the personal data against accidental or deliberate destruction, accidental loss, alteration, unauthorised disclosure, use or access in accordance with all applicable provisions of the law.