

General Information Clause (Recruitment)

According to Article 13, paragraphs 1-2 of Regulation (EU) 2016/679 of the European Parliament and Council of 27th April, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) - hereinafter referred to as GDPR - we would like to inform you that:

I. Personal Data Controller

The controller of your personal data is the International Centre for Translational Eye research, with its registered office at Kasprzaka 44/52, 01-224 Warsaw, Poland, NIP: 1080023333, REGON: 000326049-00035 ("Data Controller"). Postal address : Skierniewicka 10 A, 01-230 Warsaw.

II. Contact Details of the Data Controller

The Data Controller may be contacted:

1. By e-mail: icter@ichf.edu.pl;
2. In writing, sending any correspondence to the following address: International Centre for Translational Eye Research, Skierniewicka 10 A, 01-230 Warsaw, Poland.

III. Data Protection Officer

In matters related to the protection of personal data, the Data Protection Officer can be contacted in writing: by e-mail at the following address: gdpr-icter@ichf.edu.pl or Postal address : ICTER, Data Protection Officer, Skierniewicka 10 A, 01-230 Warsaw.

IV. Purposes and Means of Processing

Your personal data will be processed for the purposes of conducting the recruitment process, enabling contact with you, assessing your qualifications, adapting the job offer and providing you with information about the recruitment process, on the basis of:

1. Your consent (Article 6, paragraph 1 letter a) of GDPR);
2. The legal regulations, in particular the Labour Code and the Civil Code (Article 6, paragraph 1, letter c) of GDPR);
3. The legitimate interest of the Data Controller (Article 6, paragraph 1), letter f)), which is the assessment of the ability and skills to present a suitable recruitment offer.

V. Data Recipients

Your data may be disclosed to:

1. Entities authorized under the law (courts, state bodies);
2. Entities providing accounting, IT, marketing, communication and analytical services, legal and debt collection services;
3. Sub-contractors and other entities with whom the Data Controller cooperates.
4. authorized entities financing and / or co-financing the above-mentioned position

VI. The Right to Withdraw Consent

You have the right to withdraw your consent to the processing of your personal data at any time by sending such a request to the Data Controller to the following e-mail address: icter@ichf.edu.pl or the correspondence address of the Data Controller. Withdrawal of consent does not affect the lawfulness of any processing which was carried out on the basis of your consent prior to its withdrawal.

VII. The Right to Object

You may, at any time, object to the processing of your personal data: by e-mail: icter@ichf.edu.pl.

VIII. Transmission of Data Outside the European Economic Area

The Data Controller does not transfer your data outside the European Economic Area.

IX. The Period of Data Retention

Your personal data will be processed by the Data Administrator until the time specified in the agreement between the Data Administrator and the financing institution.

Your personal data will be processed by the Data Controller:

1. for the purpose of concluding and performing a civil law agreement (actions taken prior to the conclusion of the aforementioned agreement at your request if they are necessary for the conclusion of the aforementioned agreement) or performing the aforementioned agreement to which you are a party - until the statute of limitations for claims;
2. for the performance of services provided by the Data Controller - until the termination or expiration of the contract or until you object to the processing of your personal data;
3. in order to establish, assert or defend against claims - until the statute of limitations for these claims;
4. in order to comply with legal obligations incumbent on the Data Controller - until the expiration of data storage obligations arising from the provisions of law.

X. Rights of Persons to whom the Data Relates

According to GDPR, you are entitled to:

1. The right to request access to and obtain a copy of your data;
2. The right to rectify (correct) your data;
3. The right to delete data (if there are no grounds for personal data to be processed, you can request its deletion);
4. The right to limit the processing of personal data (you may request the processing of personal data to be limited to only storing or performing agreed activities if the data possessed is incorrect or is processed unjustifiably; or if its deletion is not possible due to the need to establish, investigate or defend any claims);
5. The right to transfer data (the right to receive personal data provided on the basis of consent in a structured, commonly used machine-readable format; or you can have it sent directly to another entity);
6. The right to lodge a complaint to the supervisory body (if the data is processed unlawfully, you can file a complaint with the President of the Office for Personal Data Protection or another competent supervisory authority).

In order to exercise your rights, you can send a request to the following e-mail address: icter@ichf.edu.pl or go to the Data Controller's office. Please remember that before the implementation of your rights, the Data Controller will have to identify you accordingly.

XI. Information on Voluntary Data Submission

The provision of data is voluntary, but it is necessary to conduct the recruitment, to enable contact with you, to assess your qualifications, adapt the job offer and provide you with information about the recruitment process.