

Privacy notice for job candidates

1. Personal data administrator

The controller of your personal data, in connection with the recruitment process, is the company indicated in the content of the job advertisement, and in the absence of such an advertisement, the company that is looking for people who correspond to your professional experience, i.e. PRA Group Polska Holding spółka z ograniczoną odpowiedzialnością, PRA Group TFI S.A. or PRA Group Polska sp. z o.o. with its registered office at 68 Prosta Street, 00-838 Warsaw (hereinafter referred to as "we", "our" and "us").

You can contact us:

- a) by post to the following address: 68 Prosta Street, 00-838 Warsaw
- b) e-mailowo: kontakt@pragroup.pl

2. Data Protection Officer

You can contact the Data Protection Officer appointed by us:

- a) e-mailowo: kontakt@pragroup.pl
- b) by post to the address: 68 Prosta Street, 00-838 Warsaw, with the note: "DPO"

3. Purpose of data processing and legal bases

We will process the data of job candidates for the purpose of:

- a) conducting the recruitment procedure and selecting the candidate who best meets our requirements. We will process the data for this purpose on the basis of your voluntary consent, which you have given by sending your CV and references, if we have asked for them.
- b) ensuring the smooth conduct of the recruitment procedure and the organization of meetings with selected candidates – on the basis of our legitimate interest,
- c) defend against claims related to discrimination in the recruitment procedure, on the basis of our legitimate interest,
- d) conduct future recruitment for similar or different positions, if you have expressly consented to the processing of your data for this purpose.

If we decide to conclude an employment contract with you, we will additionally process your data for the purpose of:

- e) collect information that is required before concluding an employment contract. In such a case, our basis is the contract we intend to conclude,
- f) refer you for preliminary occupational medicine examinations – the obligation to process data for this purpose is imposed on us by the provisions of the labour law,

4. Data recipients

For the above purposes, we may transfer your personal data: (i) to all of our affiliates within the PRA Group of companies; (ii) IT service providers; (iii) to intermediaries or other third parties who provide services to us, including recruitment service providers.

5. Data transfer

We will transfer your data outside the European Economic Area. We rely on an adequacy decision by the European Commission or standard contractual clauses for such transfers. You have the right to obtain a copy of the Standard Contractual Clauses from us. To do this, please contact us on kontakt@pragroup.pl.

6. Data Retention

We will store your personal data by:

- a) the duration of this recruitment, i.e. until the recruitment process is closed, but no longer than for a period of 12 months from sending us the application,
- b) in the case of consent to participate in future recruitments for a period of 24 months from the date of granting consent, unless you decide to withdraw it earlier. After this time, your CV will be deleted from our database.

7. Your rights

We also inform you that in connection with the processing of your data by us, you have the following rights:

- a) access your personal data, i.e. obtain information about the processing of your data and obtain a copy of it;
- b) rectify their personal data;
- c) request the deletion of their data ("right to be forgotten"). This right is not an absolute right and in some cases specified in the GDPR we will not be able to comply with your request;
- d) the right to restriction of processing;
- e) the right to data portability;
- f) object to the processing of your data, to the extent that we base it on our legitimate interest;
- g) withdraw your consent. You can withdraw your consent at any time by sending your statement to the following address: kontakt@pragroup.pl. We would like to inform you that the withdrawal of consent does not have retroactive effect, i.e. the processing of your data for the purpose consistent with the consent will remain legal.
- h) lodge a complaint with the competent supervisory authority. If you believe that your personal data is processed unlawfully, you can lodge a complaint with the competent supervisory authority. In Poland, it is the President of the Office for Personal Data Protection.

8. Automated decision-making

Your personal data is not subject to automated decision-making.

9. Obligation to provide data

Providing data in the recruitment process is voluntary. Failure to provide data may prevent or hinder participation in the recruitment procedure. Providing data for the purposes of sanction scanning is a necessary condition for participation in the recruitment procedure and possible conclusion of a contract. Failure to provide data will make it impossible to take part in the recruitment procedure.