

PRIVACY POLICY

valid from April 14, 2024

eRecruiter and Grupa Pracuj protect the privacy of their users. You will find in the Privacy Policy information on how we take care of your personal data and your rights.

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I. WHICH TERMS WE USE IN THE PRIVACY POLICY

In the Privacy Policy, we use the following terms:

eRecruiter – eRecruitment Solutions sp. z o.o., ul. Prosta 68, 00-838 Warsaw;

Grupa Pracuj, Pracuj.pl – Grupa Pracuj S.A., ul. Prosta 68, 00-838 Warsaw;

GDPR – The Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals in connection with personal data processing and on free flow of such data and repealing the Directive 95/46/EC (general regulation on data protection);

as well as terms (including names of services or Account functionalities) that we described in the **Regulations**.

II. WHO IS RESPONSIBLE FOR THE PROCESSING OF YOUR DATA?

We, eRecruiter and Grupa Pracuj are jointly responsible for the processing of your personal data in connection with the use of the Website (we are co-administrators of your personal data).

As co-administrators, we have determined how we are responsible for fulfilling the obligations arising from the GDPR. The essential content of our arrangements:

- eRecruiter is responsible for presenting to you the Privacy Policy, defining the legal basis for processing of personal data and ensuring compliance with the rules of personal data protection indicated in the GDPR (e.g. how long data are processed, are data processed adequately to the purpose);
- eRecruiter is responsible for reporting any possible infringement of data protection to the President of the Personal Data Protection Office or notifying you of such an infringement;
- eRecruiter is responsible for providing appropriate protection measures for your personal data;
- eRecruiter and Grupa Pracuj are jointly responsible for the exercise of your rights arising from the GDPR (referred to in item 8 – **What are your rights in relation to processing of your personal data**).

III. HOW CAN YOU CONTACT US?

If you have any questions regarding the processing of your personal data and your rights, contact us at: kontakt@erecruiter.pl or our Data Protection Officer at: iod@pracuj.pl

IV. WHAT PERSONAL DATA WE PROCESS, FOR WHAT PURPOSES AND ON WHAT LEGAL BASIS?

We process your personal data for various purposes, to a different extent and on a different legal basis specified in the GDPR. To provide you with clear and transparent information, we have grouped this information relating to the purpose of processing of your personal data.

1. INVITATION TO CREATE AN ACCOUNT, CREATING AN ACCOUNT AND AUTHENTICATION ON THE WEBSITE

Scope of data. For this purpose, we process personal data provided by you on the Recruiter Form. Your e-mail address is your identifier on the Website.

We process the personal data you provided in the Recruitment Form in order to analyze whether or not to offer you to create an Account.

In the case of creating an Inactive Account, we process your data (including first name, surname and e-mail address) also to send you messages reminding about the need to create an Account.

Legal basis. Our legitimate interest, which is to provide you, as a job candidate, with tools to efficiently manage your applications and the recruitments you participate in (Article 6 sec. 1 item f of the GDPR).

If you choose to create an Account, your data will be necessary for the performance of the contract for the provision of the Account (Article 6 sec. 1 item b of the GDPR).

ACCOUNT SERVICES AND FUNCTIONALITY

Scope of data. For this purpose, we process your personal data provided by you on the Recruitment Form, information saved in the Profile, information about offers you applied for and data concerning your activity on the Website, i.e.: your IP address, session-related data, your device and operating system, browser and unique ID.

Providing some of the data is a condition for using our services (mandatory data). Mandatory data have been marked. For example, to create an Account, it is mandatory to provide your first name, surname and email address, as well as other data marked as required for the specific Recruitment Form. Failure to provide this data will result in of possibility to provide certain services by us.

Apart from data marked as mandatory, providing other personal data is voluntary.

Legal basis. Necessity to perform the contract for the provision of services pursuant to the **Regulations** (Art. 6 para. 1(b) of the GRDP).

2. STATISTICS, SAFETY AND ASSISTANCE IN USING THE WEBSITE

Scope of data. For this purpose, we process personal data regarding your activity on the Website, such as: visited Website sites and subsites and the amount of time spent on each of them, as well as data on the history of applications sent to job offers, your IP address, location, device ID and data on browser and operating system.

Legal basis. Our legitimate interest (Art. 6 para. 1 (f) of the [GRDP](#)), consisting in assistance in using electronic services and improving the functionality and the security of these services.

3. ESTABLISHMENT, INVESTIGATION AND DEFENSE AGAINST CLAIMS

Scope of data. For this purpose, we may process certain personal data provided by you in the Account such as: first name, surname, date of birth, data regarding the use of our services and other data necessary to prove the existence of claim, including the extent of the damage suffered.

Legal basis. Our legitimate interest (Art. 6 para. 1 (f) of the [GRDP](#)), consisting in establishing, investigating and defending against claims in proceedings before courts or authorities

4. HANDLING COMPLAINTS AND REQUESTS, ANSWERS TO QUESTIONS

Scope of data. For this purpose, we may process certain personal data provided by you in the Account, as well as data on the use of our services, being the cause of the complaint or request, as well as data contained in the complaint or request, also in documents attached to the complaint.

Legal basis. Our legitimate interest (Art. 6 para. 1 (f) of the [GRDP](#)), consisting in improving the functionality of our services and building positive relationships with Users, based on reliability and loyalty.

5. MEASUREMENT OF LEVEL OF SATISFACTION WITH OUR SERVICES AND YOUR EXPERIENCES AS A CANDIDATE FOR A JOB

Scope of data. For this purpose, we process personal data including: your e-mail address and information about the date of sending an application to the job offer, as well as history of applying for job offers, and also your answers to the questions we have prepared, included in surveys and forms used for the measurement of satisfaction and experiences.

Legal basis. Our legitimate interest (Art. 6 para. 1 (f) of the [GRDP](#)), consisting in improving the functionality of our services and measuring the level of satisfaction from services provided by us.

6. MARKETING OF OUR PRODUCTS AND SERVICES

Scope of data. For this purpose, we process personal data provided by you when creating an Account (including e-mail address), data contained in separate forms for obtaining consents or newsletters, as well as data regarding your activity on the Website, i.e.: your IP address, data on the session, your device and operating system, browser, location and unique ID.

Legal basis. Our legitimate interest (Art. 6 para. 1 (f) of the [GRDP](#)), consisting in marketing of our product and services.

Balance of interests. After weighing our interests and your interests, rights and freedoms we have decided that our marketing will not excessively interfere with your privacy, nor will it be an excessive strain on you. In the course of weighing interests, rights and freedoms we took into account the following circumstances:

- a) you have expressed your willingness to receive marketing messages to your e-mail address provided or you granted a consent to the use of the indicated cookies, and thus we considered that you may reasonably expect us to display/send you such messages;
- b) your reasonable expectation entails receiving marketing messages regarding our products and services;
- c) we respect your will and we make it easier for you to exercise your rights. For this purpose, we provide the ability to easily withdraw consents to receive marketing messages, also from the level of your Account settings (Settings (Privacy) tab), as well as from the level of received e-mail messages. At the same time, withdrawal of consent to receive such messages we treat as an objection to the processing of your personal data for marketing purposes.

V. WHAT HAPPENS TO YOUR PERSONAL DATA WHEN YOU COMPLETE THE RECRUITMENT FORM?

When you apply for a job using the Recruitment Form in the eRecruiter Application:

- a) as a User logged into the Account: we will save the data from the Recruitment Form and files attached to it on your Account and add to the Profile; if you have a completed Profile we also offer you the User Profile Application service;
- b) as a User who has an Account on the Website, but is not logged in: you will receive an e-mail from us asking if you wish us to add the application to the Application History in the Account;
- c) you do not have an Account and you apply for a job offer on a website other than Pracuj.pl: we will ask you if you wish to create an Account. If you create it, the data from the Recruitment Form and the attached files on your Account will be added to the newly created Profile as your first recruitment.

We do not process your data for recruitment purposes. In this regard, the administrator of your data provided in the Recruitment Form is the employer and he will inform you separately on what terms your personal data will be processed. We only provide services enabling you to more efficiently complete the Recruitment Forms and other services described in the [Regulations](#).

VI. TO WHOM WE TRANSFER YOUR PERSONAL DATA?

We transfer your personal data to the following categories of recipients:

1. CO-ADMINISTRATORS

eRecruiter and Grupa Pracuj as co-administrators will have an access to your personal data.

2. EMPLOYERS

If you use the Employer Communication service, we will share the following personal data with the indicated employer: first name, surname, contact details and the content of your communication with an employer. Employers with whom we share your personal data, set their own goals and methods of processing this data, without being governed by our instructions in this regard. Therefore, we are not liable for their actions and omissions.

3. SERVICE PROVIDERS

Categories and list of providers. We transfer your personal data to service providers whom we use when running the Website. They provide us with cloud-based hosting services, e-mail sending systems, security as well as analysis of traffic and activity on the Website. You can find the current list of suppliers [here](#).

Location. Our suppliers are based mainly in Poland and other countries of the European Economic Area (EEA), e.g. in Ireland. Some of our suppliers may be based outside the EEA. Due to transferring your data outside the EEA, we have ensured that our suppliers guarantee a high level of personal data protection. Such guarantees result particularly from an obligation to use standard contractual clauses approved by the (EU) Commission and from adequacy decisions issued by the (EU) Commission (e.g. Privacy Framework regarding transfers to the United States).

You have the right to request us to provide you with copies of standard contractual clauses specifying the appropriate securities by directing your request in the manner indicated in item 3 of the Policy Privacy.

4. GOVERNMENTAL AGENCIES

We provide your personal data if requested by authorized governmental agencies, in particular, organizational units of the prosecutor's office, the Police, the President of the Personal Data Protection Office, the President of the Office of Competition and Consumer Protection or the President of the Office of Electronic Communications.

VII. HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

Data collected as part of the provision of Account service. We store Users' personal data for the period of having an Account on the Website for the purpose of providing the Account service and other services in accordance with the [Regulations](#), as well as for marketing purposes. After deleting the Account, your personal data will be anonymized, except for the following data: first name, surname, e-mail address, information on consents granted and data on the history of logging and history of operations (these data we will keep for a period of 3 more years from deleting the Account for the purpose of handling complaints and claims related to the use of our services, also those related to providing service security).

Data collected as part of the Inactive Account. Personal data collected in connection with creating an Inactive Account we process for 60 days from the date of sending the activation link for confirmation of creating an Account or sending an application to a job offer without Account confirmation pursuant to the provisions of the [Regulations](#). After this time, your personal data will be deleted.

Data collected using cookies. Information on how long we store personal data collected using cookies can be found in the [Cookies Policy](#).

Data processed on the basis of our legitimate interest. When the processing of your personal data by us is based on our legitimate interest (except for processing for marketing purposes) we will process your personal data until your objection to the processing of your data for specific purposes is deemed effective.

Data collected as part of queries, complaints and requests. Data of people sending us various queries, complaints and requests, including data contained in the content of messages addressed to us, processed for the period necessary to handle specific query, complaint or request, but not longer than for a period of 3 years from the receipt of a specific message. If the message in question constitutes or can be admitted as an evidence in proceedings before a court or other government agency, we can retain such messages and personal data contained therein until the final conclusion of the proceedings.

VIII. WHAT ARE YOUR RIGHTS?

We ensure the exercise of your rights as indicated below. You can exercise your rights by submitting your requests to us by e-mail to the following address: kandydat@erecruiter.pl. In addition, you can make selected changes to the Account settings in the Settings (Privacy) tab after logging into the Website.

1. RIGHT TO WITHDRAW CONSENT

You have the right to withdraw any consent you have given on the Website. Withdrawal of consent is effective from the moment of withdrawal of consent. Withdrawal of consent does not affect the processing carried out by us in accordance with the law before its withdrawal.

2. RIGHT TO OBJECT

You have the right to object to using your data at any time, including profiling, if we process your data on the basis of our legitimate interest, e.g. in connection with marketing or customer satisfaction surveys.

Opting out of receiving marketing messages shall be deemed by us as your objection to processing of your personal data for this purpose.

If your objection may be justified and we will have no other legal basis for processing of your personal data, we will delete your data being a subject of your objection.

3. RIGHT TO DELETE DATA ("RIGHT TO BE FORGOTTEN")

You have the right to request deleting all or some of your personal data. Request to remove all personal data we will treat as a request to delete the Account.

Despite the request to delete personal data due to objection or consent withdrawal, we may retain certain personal data to the extent necessary for the purposes of establishing, investigating or defending against claims or to ensure the security of the Website. This applies in particular to personal data including: first name, surname, e-mail address, history of logging.

4. RIGHT TO RESTRICTING DATA PROCESSING

You have the right to demand restricting the processing of your personal data. If you submit such a request, until it is finally handled, we will prevent you from using certain services or Account functionalities, the use of which will involve the processing of data covered by your request. We will also not stop sending you any messages, including marketing messages. We will only store your data.

You have the right to request restricting the use of your personal data in the following instances:

- a) when you contest the accuracy of your personal data – then we will restrict their use for the time we need to verify the accuracy of your data, however no longer than 7 days;

- b) when the processing of your data is illegal, and instead of deleting the data you request the restriction of their use;
- c) when your personal data is no longer necessary for the purposes for which we collected or used them, but you need them for the purpose of establishing, investigating or defending against claims;
- d) when you objected to the use of your data – then the restriction lasts for the time needed to consider whether – due to your particular situation – protection of your interests, rights and freedoms prevails over the interests we pursue when processing your personal data.

5. RIGHT OF ACCESSING DATA

You have the right to obtain confirmation from us, whether we process your personal data, and if it is happening, you have the right to:

- a) gain an access to your personal data;
- b) obtain information about the purposes of processing, categories of data processed, about the recipients or categories of recipients of this data, the planned data retention period or about the criteria for determining this period, about rights you are entitled to under the GDPR and the right to file a complaint with the supervisory authority, about the source of this data, about automated decision making, including profiling, and on the protections used in connection with the transfer of this data outside the European Economic Area;
- c) obtain a copy of your personal data.

6. RIGHT TO CORRECT DATA

You have the right to correct and supplement personal data provided by you. Your data saved in the Account are updated each time after filling out the Recruitment Form. If you want to correct or supplement your data beyond application process, contact us for this purpose at: kandydat@erecruiter.pl

7. RIGHT TO DATA TRANSFER

You have the right to receive your personal data that you provided to us and then to transfer it to another personal data administrator of your choice, e.g. to another operator of similar websites. You also have the right to request us to transfer your personal data directly to such other administrator, if technically feasible.

We will send your personal data in a packed file in csv and json format. Csv and json formats are commonly used, machine-readable formats and allow transferring the received data to another personal data administrator.

When do we satisfy your request?

We will satisfy your request without delay, but no later than within 1 month after receiving it. If, due to the complexity of your request or the number of requests, we will not be able to satisfy your request within 1 month, we will satisfy it within the next 2 months while informing you in advance of the intended extension of the deadline.

For technical reasons, we always need 24 hours to make updates to settings in our systems selected by you. Therefore, it may happen that you receive from us during the system update process an e-mail message that you have opted out of receiving.

Filing complaints, queries and requests

You can file complaints, queries and requests regarding the processing of your personal data and exercising



your rights.

If you are of the opinion that your right to personal data protection or other rights granted to you pursuant to GDPR have been infringed, you have the right to file a complaint with the President of the Personal Data Protection Office, address: ul. Stawki 2, 00-193 Warsaw (<https://uodo.gov.pl/pl/83/155>).

IX. HOW WE CARE ABOUT SAFETY OF PERSONAL DATA?

We make every effort to ensure safety of your personal data. While using the Website, we use encrypted data transmission (SSL), which ensures protection of data identifying you and significantly makes it difficult to intercept an access to your Account by unauthorized systems or persons. We apply internal security tests and encryption of data saved on servers. In addition, we use authentication by means of personalized link (the so-called magic link).

X. HOW DO WE USE COOKIES?

Details on how to use cookies can be found in the [Cookies Policy](#).

XI. CHANGES TO PRIVACY POLICY

We can change the Privacy Policy according to needs. We will inform you about any changes by posting relevant information on the Website. In the event of significant changes we may also send you a separate notification by e-mail.