

## **ASW Recruitment Clause**

Since you have joined the recruitment process in The American School of Warsaw with its registered seat in Bielawa, ul. Warszawska 202, 05-520 Konstancin-Jeziorna (hereinafter referred to as the "School"), please be informed that:

1. Pursuant to the provisions of the General Personal Data Protection Regulation ("GDPR"), the School is the controller of your personal data. This means that we are responsible for safe and lawful use of your data.

2. Your personal data specified in the provisions of law will be processed by the School for the purposes of the recruitment process for which we have received your application and – if you give your consent – in other recruitments we conduct<sup>1</sup>. Your personal data processed by the School will include name and surname, date of birth, contact details (including telephone number and e-mail address), information on education and qualifications, including information on licenses held and professional experience.

3. The School may also process data other than specified in the provisions of law on the basis of a consent granted by you in this consent form<sup>2</sup>. Based on your voluntary consent, we will process the following data: gender, nationality, registration with recruitment agencies, references, marital status, information on accompanying family members (name and surname, date of birth, nationality), nature of your stay in Poland.

4. The School processes also criminal record information to verify, whether you are eligible to work with the students of the School and to assure the students' safety<sup>3</sup>.

5. It is a statutory requirement to provide personal data in the scope specified in Art. 22<sup>1</sup> of the Polish Labour Code or specific provisions. Failure to provide such data will make it impossible for the School to carry out the recruitment process with your participation. With respect to data that we can process based on your consent, not providing us with them does not have any adverse consequences, however in certain situations this may affect the assessment of your qualifications from the point of view of the School's duty to assure safety of its students and other persons on its premises. Consent granted can be withdrawn at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

6. Personal data may be shared with authorised bodies and institutions based on the provisions of the law.

7. Personal data may be shared with entities processing data on behalf of the School, participating in performance of the School's data processing activities, i.e.: entities operating the School's computer systems and providing it with IT tools; entities providing advisory, consulting and audit services for the benefit of the School.

8. In order to verify your references, the School may transfer your data to the country where the entity indicated in the references is based or domiciled. If such country is a country outside the European Economic Area, the School will do everything that is

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<sup>1</sup> legal basis: Art. 6 (1) (b) GDPR and in the case of job candidates: Art. 22<sup>1</sup> of the Polish Labour Code ("LC")

<sup>2</sup> legal basis: Art. 6(1)(a) GDPR and in the case of job candidates: Art. 22<sup>1a</sup> §1 LC

<sup>3</sup> legal basic Art. 10 GDPR in connection with Art. 6(1)(f) GDPR).

required to assure safe processing of data by entities from such countries, in accordance with the provisions of law.

9. Your personal data will be processed until the end of the current recruitment process. If you consent to the processing of your personal data for the purposes of future recruitment, your data will be processed for 9 months from the end of the calendar year when the current recruitment process was completed (for the purposes of defence against potential claims).

10. Based on your personal data, the School will not make with respect to you any automated decisions, including decisions resulting from profiling. Profiling means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

11. You have the right to request that the School gives you access to your personal data, the right to have them corrected, deleted or their processing limited, the right to object against to data processing, as well as the right to data portability.

12. If you believe that the School processes personal data in breach of personal data protection provisions, you have the right to submit a complaint to the President of the Personal Data Protection Office. The Personal Data Protection Office is located in Warsaw (00-193) ul. Stawki 2, tel. 22 531 03 00, e-mail: [kancelaria@giodo.gov.pl](mailto:kancelaria@giodo.gov.pl).

13. In any and all matters concerning your personal data, please contact ASW's Data Protection Officer at [dpo@aswarsaw.org](mailto:dpo@aswarsaw.org)