

Information Clause of the Personal Data Controller for Candidates for Employment and Cooperation

1. BedBooking sp. z o.o., with its registered office in Świdnica, ul. Esperantystów 17, 58-100 Świdnica, entered into the Register of Entrepreneurs maintained by the District Court for Wrocław-Fabryczna in Wrocław, 9th Commercial Division of the National Court Register under KRS number: 0000699738, NIP: 8842785023, REGON: 36853616100000, e-mail address: office@bed-booking.com - is the Personal Data Controller (hereinafter referred to as the "Controller") of candidates for employees and collaborators, hereinafter referred to as "Candidates".
2. Candidates' personal data are processed by the Controller for the purpose of:
 - a) conducting recruitment processes for employees and collaborators,
 - b) future recruitment purposes, provided that the Candidate has given consent to such processing.
3. Providing personal data is voluntary, but necessary for the Candidate to participate in the recruitment process. In particular, the Controller has the right to request Candidates to provide or document personal data specified in Article 22¹ § 1 of the Act of 26 June 1974 – the Labour Code, or personal data necessary for concluding a civil law contract.
4. The Controller processes personal data for the period necessary to achieve the purposes indicated in point 2 above. Additionally, if the Candidate consents to the processing of personal data for future recruitment purposes referred to in point 2(b) above, the Controller will process such data for a period of three years from the date of granting such consent or until the consent is withdrawn before the expiry of that period, which shall not affect the lawfulness of processing carried out prior to withdrawal. Personal data may be processed for a longer period where such obligation arises from specific legal provisions or is justified by the establishment, pursuit or defence of claims.
5. The source of personal data processed by the Controller are the Candidates.
6. The legal basis for the processing of Candidates' personal data is:
 - a) Article 6(1)(b) of the GDPR, i.e. necessity to take steps at the request of the Candidate prior to entering into a contract, or
 - b) Article 6(1)(a) of the GDPR, i.e. the Candidate's consent to the processing of personal data for future recruitment purposes, or
 - c) Article 6(1)(c) of the GDPR - compliance with a legal obligation arising from legal provisions, i.e. Article 229 of the Labour Code, or
 - d) Article 9(2)(h) of the GDPR - necessity for processing for the purposes of preventive healthcare or occupational medicine and for assessing the employee's fitness for work, or
 - e) Article 6(1)(f) of the GDPR - the Controller's legitimate interest consisting in taking actions related to protection against claims or pursuing claims related to the recruitment process.
7. Candidates' personal data are not transferred to a third country within the meaning of the GDPR.
8. The Controller does not disclose personal data to third parties without the explicit consent of the data subject. Personal data may be disclosed without such consent only to public authorities, i.e. government and administrative bodies (e.g. tax authorities, law enforcement authorities and other entities authorized under generally applicable law, such as the Social Insurance Institution (ZUS) or the Tax Office), in cases provided for by law.
9. Personal data may be entrusted for processing to entities processing such data on behalf of the Controller. The Controller entrusts Candidates' personal data to IT companies providing hosting services, domain services, and maintenance of IT systems used by the Controller.
10. Candidates' personal data are not subject to profiling.
11. In accordance with the GDPR, Candidates have the right to:
 - a) be informed about the processing of personal data,
 - b) access their personal data,
 - c) rectify, complete, update, or correct personal data,
 - d) erasure of data (the right to be forgotten),

- e) restriction of processing,
 - f) data portability,
 - g) object to the processing of personal data,
 - h) where processing is based on consent referred to in point 6(b) above – withdraw consent at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal,
 - i) not be subject to profiling,
 - j) lodge a complaint with a supervisory authority (i.e. the President of the Personal Data Protection Office), subject to the rules governing the exercise of these rights under the GDPR.
12. The Controller has appointed a Data Protection Officer, Jakub Szajdziński. All inquiries, requests, and complaints regarding the processing of personal data by the Controller should be submitted to the DPO's email address: iod@bed-booking.com or in writing to:

ul. Esperantystów 17
58-100 Świdnica

13. The notification should clearly indicate:
- a) the data of the person or persons concerned,
 - b) the event giving rise to the notification,
 - c) the requests and their legal basis,
 - d) the expected manner of resolving the matter.