

INFORMATION FOR CANDIDATES

Who is the administrator of your data

Bearing in mind the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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 (hereinafter " GDPR "), we kindly inform you that the administrator of your personal data is ING Business Shared Services BV Sp. z o.o. Branch in Poland with headquarters in Katowice, ul. Konduktorska 35, 40-155 Katowice, contact: DPO.TechPL@ing.com.

Why we process your data

- a. We process your personal data for the purposes of the recruitment process, i.e.: name (names) and surname, date of birth, contact details, education, professional qualifications, the course of previous employment - pursuant to the provision of art. 6 clause 1 letter c) GDPR, in accordance with art. 22 [1] of the Labor Code;
- b. Other personal data (not mentioned in item a) above) provided to us in the CV or cover letter are processed basing on your consent - pursuant to art. 6 clause 1 point a) GDPR;
- c. Your personal data processed for the needs of future recruitments are processed on the basis of your consent pursuant to art. 6 clause 1 point a) GDPR;
- d. Your personal data to the extent it is necessary to take the actions necessary to conclude an employment contract will be processed by us on the basis of art. 6 clause 1 point b) and c) GDPR;
- e. Your personal data mentioned above may be the scope of our work also to verify and enforce claims and defend against possible claims. Data condemned for this purpose pursuant to Art. 6 sec. 1 lit. (f) GDPR, our legitimate interest is to establish the existence, investigation and enforcement of possible claims and defense by claims in response to courts and other state authorities.
- f. Your personal data (name, surname, e-mail address) will be provided by us in order to verify contractual obligations towards recruitment agencies and, upon request, fraudulent settlements to the program of recruiting job candidates (Recommend = Benefit). Data for this purpose will be entered by us on the basis of Article 6 par. 1 lit. f) GDPR, our legitimate interest is the need to verify candidates with recruitment agencies or other recommending candidates for work and to counteract fraud and loss of image.

Who is the recipient of your data

Your personal data may be transferred to entities or bodies authorized under the law, entities or bodies to whom the transfer of data is necessary for the performance of a specific action in connection with the performance of the contract, and clearly indicated by you.

Your data may also be transferred to other entities of the ING Group (entities related by capital or personally to ING Group N.V. based in Amsterdam, the Netherlands).

Your data, to the necessary extent, may also be transferred to third parties cooperating with us (located within the EEA), in particular for the purpose of implementing the employment process (e.g. in connection with the need to conduct medical examinations or obtain the necessary permits in the case of employing foreigners).

How long we keep your data

Your personal data will be stored:

- a. for the duration of the recruitment process, but not longer than 3 months from its completion; After this time, your personal data (CV) will be automatically deleted from our database, unless your personal data is necessary for the purpose of pursuing and enforcing claims or defending against possible claims - in which case your data will not be stored longer than until the dispute is resolved or the expiry of the limitation period, unless we have any other basis for their storage;
- b. for a period of 12 months from the end of the recruitment process. We will retain your name and e-mail address for verification under our contractual obligations to recruitment agencies and for the purpose of preventing abuse in relation to the internal referral program of job applicants (Recommend = Benefit);
- c. if you consent to participation in other recruitments - for a period not longer than 1 year or until you withdraw your consent;
- d. in the case of concluding a contract - for the period required by relevant provisions of labor law or until the expiry of the limitation period for claims.

Where do we obtain your data from

The source of your personal data are the recruitment documents submitted by you or an authorized entity.

What are your rights

You have the right to access your personal data and the right to rectify, delete, limit processing, the right to transfer data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.

If it is found that the processing of personal data violates the provisions of the GDPR, you have the right to lodge a complaint to the supervisory body, i.e. the President of the Office for Personal Data Protection (PUODO).

Providing personal data is voluntary, however, providing marked personal data is necessary for the purposes of recruitment and employment.

Please be advised that we do not make decisions in an automated manner, and your data is not profiled.

We will not transfer your personal data to a third country or international organization.

How to contact us in regard to the processing of personal data by us

In all matters regarding the processing of personal data by us, you can contact the person responsible for the protection of personal data on behalf of the Administrator – Dagmara Adamczyk at the following e-mail address: DPO.TechPL@ing.com or by post to the address of the Administrator's seat