

Information about the Personal Data Controller.

The Personal Data Administrator is J.S. Hamilton Quality Services with its registered office in Gdynia, 180 Chwaszczyńska Street, 81-571 Gdynia, holding KRS: 0000170773, NIP: 5831006344, REGON: 190297107.

Information about the Data Protection Officer.

Within the meaning of Article 37(1) GDPR The Controller has not appointed a Data Protection Officer. All activities specified for the Data Protection Officer within the meaning of Article 39 of the GDPR are carried out by a designated employee of the Company, with whom you can contact in matters related to the processing of your personal data or the exercise of your rights, via e-mail at the following address: iodoqs@jsh.com.pl or by post to the following address: J.S. Hamilton Quality Services Sp. z o.o., 180 Chwaszczyńska Street, 81571 Gdynia;

Information about the recipients of personal data.

Your personal data may be disclosed to the following categories of recipients:

- authorized employees and associates of J.S. Hamilton Quality Services Sp. z o. o.,
- entities providing services to J.S. Hamilton Quality Services Sp. z o. o., including: legal, marketing, job placement, postal and courier services, IT services.
- Companies from our capital group and public authorities or other entities that process personal data on behalf of the controller while maintaining the security of personal data processing in accordance with Article 28 of the GDPR Regulation.

Information on the purposes, legal basis and period of personal data processing:

Your personal data will be processed on the basis of the premise indicated in Article 6(1)(c) GDPR, i.e. on the basis of Article 22^[1] of the Labour Code. In the event that an applicant provides a wider range of personal data than required on his/her own initiative, it will be processed on the basis of the premise set out in Article 6(1)(a) of the GDPR, i.e. on the basis of consent in the form of a statement or a clear affirmative action, i.e. the fact that it has been sent. On the basis of Article 6(1)(a) of the GDPR, data will be processed for the purposes of future recruitment.

Information about the period of personal data processing.

Your personal data will be processed for the duration of the recruitment process for a given position, no longer than 3 months from the selection of a candidate for this position, and in the case of future recruitments, for a period of 1 year. Data processed on the basis of consent, regardless of the indicated period, will be processed until its withdrawal.

Information about the obligation to provide data.

Providing the data referred to in job advertisements and offers is required by specific legal provisions and is necessary for the effective conduct of the recruitment process. Failure to provide data results in the inability to participate in the recruitment process for a given position. Where the candidate provides more data than required or for the purposes of future recruitment, he or she provides it voluntarily.

Information on the rights of data subjects.

The data subject may exercise the following rights vis-à-vis the controller:

- a) request access to your personal data and rectification (Articles 15 and 16 of the GDPR),
- b) request the restriction of the processing of your data in the situations and on the terms indicated in Article 18 of the GDPR or to delete them in accordance with Article 17 of the GDPR ("right to be forgotten"),
- c) withdraw consent at any time without giving reasons and affecting the lawfulness of processing based on consent before its withdrawal
- d) lodge a complaint with the supervisory authority – the President of the Data Protection Office (2 Stawki Street, Warsaw).

In the remaining scope, due to the failure to meet the conditions set out in the provisions of the GDPR, the rights will not be exercised.

Information about automated data processing, including profiling.

Your personal data will not be used for automated decision-making, including profiling.

Information about transfers outside the European Economic Area.

Your personal data will not be transferred to third countries, i.e. outside the European Economic Area.