

Privacy Policy

Your personal data is safe with us. We have prepared a Privacy Policy in which we inform you about how we care for the storage and processing of personal data at Kornblit & Partners sp.z o.o.

General provisions

The privacy policy applies to all Users using the Website and services provided on the Website at Kornblit.pl and Search.com.pl, in particular:

- users browsing the pages of the Website;
- users subscribing to the Newsletter;
- users filling out the Leave your CV form
- users contacting us by e-mail, telephone or otherwise (e.g. via social networks).

Definitions

- Personal Data Administrator - is a body, organizational unit, entity or other person that decides about the purposes and means of personal data processing.
- Personal Data - this is any information about an identified or identifiable natural person.
- User - a person who voluntarily uses the services available on the Website, in particular browses the Website pages, subscribes to the Newsletter and fills out the forms available on the Website pages.
- Leave CV form - a form used to contact a candidate interested in a given job offer. In the "Leave your CV" form, the candidate has the option of attaching his / her CV in the form of a document and leaving his contact details such as name, surname, e-mail address.
- Contact form - it is used to contact us representatives of companies who are interested in using our services.
- Candidate - an adult natural person who uses the "Leave a CV" form for recruitment purposes.
- Employer - our potential client; entity that is interested in our services.
- Newsletter - a free service provided electronically by the Personal Data Administrator for the User, consisting in sending e-mails with information about new blog articles, news, services and products related to the activities of Kornblit & Partners, to the e-mail address provided by the User.
- Processing of personal data - it is an operation or a set of operations performed on personal data or sets of personal data in an automated or non-automated manner, such as collecting, recording, organizing, organizing, storing, adapting or modifying, downloading, viewing, using, disclosing by uploading, distributing or otherwise sharing, adjusting or combining, limiting, deleting or destroying.
- GDPR - 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 (general regulation on data protection).

Who is the administrator of personal data?

The administrator of your personal data is Kornblit & Partners Sp. z o.o. with its seat in Warsaw, Grzybowska 2 lok. 81, 00-131 Warszawa, registered at the XIII Commercial Division of the District Court for Warszawa, under KRS No.0000096031, with the paid in capital in the amount PLN 50.000,00, with its NIP number: 676-21-00-424, Regon number: 351608480. Tel. +(48) 605 046 343.

How to contact us for information on personal data?

The Administrator can be contacted in writing by traditional mail to the address given above or by e-mail at: kontakt@kornblit.pl or by phone: + (48) 605 046 343. Contact by phone is available from Monday to Thursday, on from 8:30 to 17:00.

Kornblit & Partners Sp. z o.o.

ul. Grzybowska 2 lok. 81, 00-131 Warszawa

+(48) 605 046 343

search@kornblit.pl

www.search.com.pl

Kornblit & Partners Sp. z o.o. z siedzibą w Warszawie, przy ul. Grzybowskiej 2 lok. 81, 00-131 Warszawa, wpisana do Krajowego Rejestru Sądowego, prowadzonego przez Sąd Rejonowy dla m.st. Warszawy, XIII Wydział Gospodarczy Krajowego Rejestru Sądowego pod nr KRS 0000096031, o opłaconym kapitale zakładowym w wysokości PLN 50.000,00, o numerze NIP: 676-21-00-424, numerze Regon: 351608480.



How do we care for the security of personal data?

We provide all means of physical, technical and organizational protection of personal data against accidental or deliberate destruction, accidental loss, alteration, unauthorized disclosure, use or access, in accordance with all applicable regulations. We have appointed a Data Protection Officer, who can be contacted by e-mail at: iod@kornblit.pl or by post to the following address: Kornblit & Partners Sp. z o.o. ul., Grzybowska 2, office 81, 00-131 Warsaw.

Access to personal data is limited only to authorized persons who are obliged to keep the data and the methods of securing it secret.

At the same time, we would like to point out that the use of the Internet and electronic services, especially the use of publicly available Wi-Fi networks, may be associated with specific ICT threats, independent of the Website.

Where did we obtain personal data from?

- directly from you, e.g. through forms on our websites, from social media, as well as in the case in which we have concluded a contract with you or took steps to conclude it;
- from an entity that has concluded a contract with us for the provision of services to you;
- from a partner / third party cooperating with us who provided your personal data based on your consent;
- from publicly available sources, eg from the National Court Register, Central Register and Information on Business, social media, or other similar sources.
- regardless of the source, data has been obtained legally.

What are your rights in relation to the data we process?

You have the right to request from the Administrator:

- access to your personal data and receipt of a copy thereof;
- rectification (correction) of your personal data;
- deletion of your personal data in a situation where the processing does not take place in order to fulfill the obligation resulting from the law;
- restrictions on the processing of your personal data;
- object to the processing of your personal data;
- transferring your personal data;
- file a complaint to the President of the Office for Personal Data Protection (contact details on the office's website at www.uodo.gov.pl) if you believe that the processing of personal data violates the provisions of the GDPR;
- you have the right to withdraw your consent at any time, the withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.
- You can give all or some of the consents, or none. It is enough to send an e-mail, call or send a message by traditional mail to the contact details indicated above.
- The will to withdraw consent may be expressed in any way, the only condition is that it reaches us.

Legal basis for the processing of personal data

Providing data is voluntary, but necessary to carry out recruitment processes, failure to provide personal data makes it impossible to carry out recruitment processes.

- Your personal data is processed because at least one of the following conditions of Art. 6 sec. 1 GDPR:
- Art. 6 sec. 1 lit. c GDPR, i.e. when processing is necessary to fulfill the legal obligation incumbent on the Administrator, including in connection with the performance of the obligations imposed by art. 22 (1) par. 1 and art. 229 of the Labor Code and implementing acts to the above-mentioned acts,



- Art. 6 sec. 1 lit. a GDPR, i.e. on the basis of consent granted for the purposes specified each time in the consent forms provided. The consent granted may be revoked at any time. Withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal,
- Art. 6 sec. 1 lit. f GDPR, i.e. because processing is necessary for the purposes of the legitimate interests pursued by the administrator. These are: securing property and people (monitoring),
- or in the case of special categories of personal data on the basis of the following conditions of Art. 9 sec. 2 GDPR:
- Art. 9 sec. 2 lit. a GDPR, i.e. you have expressly consented to the processing of this personal data for one or more specific purposes

Purpose of personal data processing

We process personal data for the following purposes:

- conducting the current recruitment process based on your consent;
- providing information on the progress of the ongoing recruitment process - based on your consent;
- your personal data will be processed for purposes related to the recruitment processes conducted by the Administrator;
- the data provided will be processed on the basis of your consent;
- Your data will be made available to the Administrator's partners - employers for whom the Administrator is recruiting;
- your data will not be transferred to a recipient in a third country or an international organization;
- in the case of processing on the basis of consent - for the purposes each time specified in the consent;
- replies to a sent message or telephone inquiry, implementation of actions requested by you;
- performance of the contract (including for contact purposes necessary for its performance) or taking action at your request to conclude it;
- in the event of consent: sending commercial information (in accordance with Article 10 (2) of the AU and Article 6 (1) (a) of the GDPR);
- if consent is given: to use telecommunications terminal equipment for direct marketing purposes (Article 172 of the Telecommunications Act of July 16, 2004 and Article 6 (1) (a) of the GDPR).
- in order to use the websites Kornblit.pl and Search.com.pl with the use of registration or login - name, surname, e-mail, data contained in cookies as well as data from server logs (i.e. in particular: time of visit to the website type of event related to the visit to the website, user name along with the IP address) - we inform you about the details in the Cookies Policy;
- in order to use the websites Kornblit.pl and Search.com.pl without the need to log in or register data contained in cookies and data from server logs (i.e. in particular: time of visit to the website; type of event related to the visit to the website , user name with IP address) - we inform you about the details in the Cookies Policy;
- administration and management of the Website - the legal basis for processing is the legitimate interest in administering the Website (Article 6 (1) (f) of the GDPR);
- saving data in the form of cookies and the use of cookies on the Website - provided that the User has given separate consent to it on the terms set out in the Privacy Policy and Cookie Policy applicable on the Website;
- in connection with the processing of personal data for the above purposes, there is no automated decision making.
- providing personal data for the above purposes is voluntary and related to the individual settings of the browser used by the User.



The scope of personal data processing

In the case of the "Leave your CV" form, these are the data provided by the Candidate when submitting it: name and surname, telephone number, e-mail address and data contained in the Candidate's CV, e.g. date of birth, education, seniority, qualifications and experience professional.

In the case of the Form addressed to the Employer, these are the data provided when submitting it: name and surname, telephone number, e-mail address.

We do not transfer personal data to countries outside the European Union and the European Economic Area.

The disclosure of personal data to unauthorized entities under this Privacy Policy may only take place with the prior consent of the User to whom the data relates.

Personal data storage time

Your personal data will be stored:

- personal data will be stored in the Administrator's database for the period of current and future recruitment by the Administrator, but not longer than 10 years;
- until the consent to their processing is withdrawn. Withdrawal of consent to processing before the end of the recruitment process will prevent further participation in it;
- if your personal data will be processed in order to fulfill the legal obligation incumbent on the administrator, personal data will be stored for the time necessary to fulfill this obligation (e.g. in the case of processing data included in invoices - 5 years, counted until the end of the calendar year, pursuant to art. 74 (2) (2) of the Accounting Act);
- your data will also be deleted when we will no longer be able to process it in accordance with the provisions of generally applicable law;
- personal data processed in connection with the determination, investigation or defense against claims will be processed until the expiry of the limitation period;
- personal data processed for analytical purposes and in connection with the administration of the Website will be processed until they become obsolete or lose their usefulness, but not longer than for 3 years from the end of the year in which they were collected;
- personal data processed for the purpose of direct marketing of own products and services will be processed until the User expresses his objection.

Image registration

Registration of your image using means of remote communication may only take place with your prior consent. In this case, your image may be made available to an IT company that provides a remote communication service. The processing period will result from the deadline expressed in the consent granted and may be extended each time by the period of limitation of claims, if the processing of your personal data will be necessary to establish or pursue any claims or defend against such claims by the Administrator.

Recipients of personal data

Candidates' personal data may be made available to our clients, i.e. potential employers for whom we provide recruitment services.

Personal data of Candidates and Employers may also be made available by us to relevant state authorities at their request on the basis of relevant legal provisions or to other persons or entities, with prior consent expressed by authorized persons.



Each entity to which we entrust the personal data of Candidates and Employers for the processing of personal data on the basis of a personal data processing agreement guarantees an appropriate level of security and confidentiality of personal data processing. Processors act on our behalf in accordance with our instructions.

Procedures in case of a data privacy breach

In the case of a breach of data privacy, in accordance with the GDPR regulation, we are obliged to notify the Chief Inspector of Personal Data Protection about the breaches without undue delay, but no later than 72 hours after the breach has been found. If a breach of personal data protection may result in a high risk of violation of the rights or freedoms of natural persons, we are obliged to notify the data subject of such a breach without undue delay.

We provide full confidentiality to our clients and we guarantee security in the field of processed data.

Changes to the Privacy Policy

Changes to this Privacy Policy will be made as necessary and necessary. Any significant changes will be communicated in appropriate notifications on the website or by contacting via e-mail address or other available forms of communication.

With each amendment, the new version of the Privacy Policy will be made public on a new date.

The date of entry into force of the Privacy Policy - 15/05/2022

