Recruitment process

If you are interested in taking part in the process of recruitment for the above said position, please submit a CV containing the following information:

1. Name and surname
2. Date of birth
3. Correspondence address
4. Information on education (profession, specialization, university degree, professional title, academic title)
5. Supplementary education (courses followed, postgraduate studies, date of studies completion or commencement if still in progress)
6. Information on additional competences (e.g. level of foreign language proficiency, driving license, computer literacy)

Personal data will be processed for the purpose of the current recruitment process.

Provision of the above data is voluntary, but necessary in order to proceed with the recruitment process before taking up employment. As an employer, we are entitled to process these data based on the provisions of the Labour Code Act of June 26th, 1974. Failure to provide these data may result in rejection of your application.

Provision of additional personal information such as e-mail address, contact phone number, photos, information about non-professional interests etc. is voluntary and requires your express consent. Your consent may be withdrawn at any time in the same form as you have granted this consent, provided that such withdrawal does not affect the lawfulness of our processing of your data for the purposes set out in the consent until it is withdrawn.

If you decide to include in your CV any voluntary, additional information, such as: phone number, e-mail, photo, interests, then remember to include in the CV the following clause of consent to the processing of personal data:

**I agree to the processing of my personal data by VITKOVICE MILMET S.A.   
with its seat at ul. Gen. Grota Roweckiego 130, 41-200 Sosnowiec, Poland, in the following scope of data: …………………………………… provided by me in the CV for the purpose of this recruitment process in the Company.**

NOTE: The applications containing additional data whose processing required your consent may be rejected, if they do not contain the required clauses of consent to the processing.

**Information about the processing of data for recruitment purposes**

***Data Controller:*** Vitkovice-Milmet S.A. ul. Gen. Grota Roweckiego 130, 41-200 Sosnowiec, [www.vitkovice-milmet.pl](http://www.vitkovice-milmet.pl/), [ph: 32](ph:32) 291 43 19, e-mail: [milmet@vitkovice-milmet.pl](mailto:milmet@vitkovice-milmet.pl)

***Purpose of the processing:*** recruitment for vacant posts

***Legal basis of the processing:*** Labour Code and, in addition, your consent to the processing of data you have voluntarily provided us with

***Information about the recipients:*** data processed in the recruitment process are not be disclosed to any other recipients

***Data storage period:*** data are stored until the recruitment process is completed

**Your rights in connection with the processing of data for recruitment purposes**

You have the right to access and the right to rectify your personal data if it is not accurate, and also in cases provided for by law:

1. the right to erase data or to limit the processing of data,
2. the right to transfer data or to obtain a copy of the data,
3. the right to object.

Requests to exercise the above rights may be submitted in writing at the address of Data Controller or by email at: [milmet@vitkovice-milmet.pl](mailto:milmet@vitkovice-milmet.pl)

Your application will be examined by the Company.