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| PERSONAL QUESTIONNAIRE FOR **AN EMPLOYEE**  (KWESTIONARIUSZ OSOBOWY DLA **PRACOWNIKA)** |
| **1.** Name (names) and surname (imię (imiona) i nazwisko))::  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.** Maiden name (nazwisko rodowe):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.** Parents’ names (Imiona rodziców):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***4.*** *PESEL numbers (and in the absence thereof, the type and number of the document confirming the identity)*  *(Numer PESEL (a w przypadku jego braku – rodzaj i numer dokumentu potwierdzającego tożsamość))*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| **5.** Names and dates of birth of children, as well as personal details of other members of the immediate family, if you intend to use the special rights provided for in the labour law:  (Imiona i nazwiska oraz daty urodzenia dzieci, a także dane osobowe innych członków najbliższej rodziny, w przypadku zamiaru korzystania ze szczególnych uprawnień przewidzianych w prawie pracy) |
| **6.** Other employee personal data necessary to avail of the special rights provided by the labour law:  (Inne dane osobowe pracownika niezbędne do korzystania ze szczególnych uprawnień przewidzianych prawem pracy) |
| **7**. Additional personal data, if the law or the obligation to provide it result from specific provision:  (Dodatkowe dane osobowe, jeżeli prawo lub obowiązek ich podania wynika z przepisów szczególnych) |
| **8.** Place of residence:  Voivodeship (Województwo)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County (Powiat)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Borough (Gmina)\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post code (Kod pocztowy) \_\_\_-\_\_\_\_\_ Post office (Poczta)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Town (Miejscowość)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Street (Ulica)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House no (Nr domu)\_\_\_\_\_\_ Appartment no (Nr Mieszkania)\_\_\_\_\_\_ |
| **9.** Person to be notified in the event of an accident (Osoba, którą należy zawiadomić w razie wypadku):  (name and surname, address and phone number) (imię i nazwisko, adres i telefon) |
| *Pursuant to the provisions of § 6 1 letter a) Regulation (EU) 2016/679 of the European Parliament and of the Council from 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 protection data) - I, the undersigned, hereby confirm the accuracy of the data provided by me and I agree to the processing by the Maria Curie-Skłodowska University in Lublin at Pl. Marii Curie-Skłodowskiej 5, 20-031 Lublin, being the Administrator of Personal Data, personal data concerning me gathered in a relationship and in order to take up employment at the Maria Curie-Skłodowska University in Lublin.*  *In accordance with Articles 13 point 1 and 2 and Article 14 of the GDPR Regulation (EU) 2016/679 of the European Parliament and of the Council from 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 protection data (OJ EU L 119 of 04.05.2016, p. 1), hereinafter referred to as "GDPR," we inform you that:*   1. *The administrator of your data is Maria Curie-Skłodowska University (hereinafter referred to as UMCS), located at Pl. Marii Curie-Skłodowskiej 5, 20-031 Lublin.* 2. *To ensure data protection, the Administrator has appointed a Data Protection Officer (DPO). You can contact the DPO at the following email address: iod@mail.umcs.pl.* 3. *Your personal data will be processed for the purpose of recruitment and, if applicable, concluding an employment contract based on:*  * *Article 6(1)(a) of the GDPR—your consent to the processing of personal data;* * *Article 6(1)(c) of the GDPR, in conjunction with Article 221(§1-2, §4) of the Labor Code and Article 21 of the Act on Counteracting Sexual Crime Threats and the Protection of Minors—processing necessary to fulfill the Administrator’s legal obligations;* * *Article 6(1)(b) of the GDPR—processing necessary to take steps at your request prior to entering into a contract.*  1. *Providing personal data beyond the requirements of labor law or other applicable regulations is voluntary. However, failure to provide legally required data may prevent the employer from establishing an employment relationship or entering into a civil law contract with you. In such a case, your application will not be considered, and any previously provided data will be deleted.* 2. *Your data will be stored for 12 months from the end of the calendar year in which you submitted your application.* 3. *Your data will not be sold or shared with external entities, except as required by law. It will not be transferred to third countries or international organizations. However, it may be disclosed to entities cooperating with UMCS under data processing agreements pursuant to Article 28 of the GDPR, including IT service providers or correspondence handling services. Additionally, if a candidate's background check is required, the recipients of your data may include the Minister of Justice and the Minister of National Education. No automated decision-making or profiling is performed based on your data.* 4. *You have the right to access, rectify, delete, or restrict the processing of your personal data, as well as the right to data portability. You may also submit a written, reasoned request to stop processing your data due to a special situation or object to its processing. Additionally, you may withdraw your consent for personal data processing at any time by submitting a withdrawal form to the Administrator’s address.* 5. *You have the right to lodge a complaint with the supervisory authority for personal data protection, the Office for Personal Data Protection (UODO).* 6. *Consent given under Article 6(1)(a) of the GDPR may be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal.*   *In addition, I declare that the person indicated to contact in the event of an accident has knowledge and accepts the fact that their data is processed by the Maria Curie-Skłodowska University in Lublin. They were also informed about all circumstances of data processing, including data controller, purpose, scope, basis and period of data processing, as well as rights, including the right to request access to data, rectification, deletion, restriction of data processing, and also submitting a complaint to the supervisory body, as well as the possibility of contacting the administrator of personal data at* [*iod@mail.umcs.pl*](mailto:iod@mail.umcs.pl)*.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (City and date) (Employee signature) |