

Privacy Policy Business Line Support
in the field of processing, sharing and protection of personal data

General rules

1. The administrator of personal data processed on the website www.bls-group.pl and in the recruitment, training and delegation of temporary workers services provided by Business Line Support is Piotr Sobczyk, running a business under the name Business Line Support Piotr Sobczyk with its registered office in Warsaw, Poland 02- 122, 3/62 Sierpińskiego Street, VAT number: PL6291045541; REGON: 273802179, entered into the National Register of Employment Agencies under number 13505, entered into the National Register of Training Institutions, hereinafter referred to as Business Line Support.
2. In matters related to the handling of personal data, please contact us electronically at the following e-mail address: biuro@bls-group.pl or by phone at +48 728 218 084
3. Personal data of natural persons obtained by Business Line Support in the recruitment, training or acquisition and delegation of temporary employees are processed in accordance with the Act of August 29, 1997 on Personal Data Protection; uniform text: Journal of Laws Laws of 2002 No. 101, item 926, as amended) hereinafter referred to as the Act and in accordance with the guidelines set out by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR - General Data Protection Regulation), solely for the partial or complete implementation of projects conducted by Business Line Support.
4. Personal data obtained by Business Line Support will not be transferred to third parties and entities for any purpose other than for the implementation of ongoing projects.
5. The data administrator ensures that he will make every effort to ensure that personal data processed by Business Line Support is safe.
6. Business Line Support does not collect or process sensitive data.

Personal data of job candidates and training participants

1. Job seekers do not have the opportunity or need to create user accounts on the website www.bls-group.pl to submit their applications to selected job offers.
2. By applying for a selected job offer published on the website www.bls-group.pl or on other websites, portals and websites or in other media, including social media, where Business Line Support has posted a recruitment advertisement or job offer, the candidate confirms his willingness to participate in the recruitment process and agrees that personal data provided in the application form or sent by e-mail and included in the attached application documents, including in particular the attached file constituting the candidate's CV, will be processed by Business Line Support and made available for further processing to entities and third parties for which Business Line Support carries out a given recruitment project or a project of acquiring and delegating temporary employees.
3. By sharing your personal data in:
 - submitted application form
 - e-mail messages
 - text messages
 - messages from other electronic messengers

- message sent via social media
- application documents
- other documents supplementing the candidate's application, including and above all in his/her CV

the candidate fully consents to the processing of personal data by Business Line Support and by third parties, organizations and entities for which Business Line Support carries out the recruitment, training or acquisition and delegation of temporary employees, also in the event that this entity, organization or person the third are not indicated directly and directly.

4. Providing personal data by a person applying for a selected job advertisement or job offer is completely voluntary and at the same time necessary for the implementation and handling of the recruitment process.
5. When applying for a selected advertisement or job offer, the candidate:
 - consents to the processing of the personal data provided in the application form and the attached CV file by Business Line Support and their disclosure and subsequent processing in order to support the recruitment process conducted by the advertiser
 - has the right to withdraw consent to the processing of his data at any time, even if the personal data provided are processed by the Administrator in a correct manner
 - has the right to request access to the content of his data, rectification, deletion, limitation of processing, the right to transfer data and the right to object
 - has the right to withdraw consent to the processing of his data at any time if the processing is based on consent to data processing
 - has the right to lodge a complaint with the supervisory authority, i.e. the Personal Data Protection Office, if it considers that data processing violates the provisions of the Personal Data Protection Act or the provisions of the GDPR
6. For the purposes of implementing recruitment, training or acquiring and delegating temporary employees, Business Line Support enters into the following agreements with ordering entities:
 - a) Individual Recruitment Order
 - b) General Recruitment Agreement along with Individual Recruitment Orders
 - c) Training Order Agreement
 - d) Agreement on the Delegation of Temporary Workers
 - e) Personal Data Processing Agreement of a one-off or general nature, covering subsequent orders for recruiting employees or acquiring and delegating temporary employees.
7. Business Line Support is not responsible for violations of personal data processing by third parties, organizations or entities for which it carries out the recruitment, training or acquisition and delegation of temporary employees, and to whom it shares the obtained personal data of the candidate or employee.
8. Sending a form with the candidate's personal data or sending a job application by e-mail may result in the obtained or provided e-mail address being added to the Business Line Support mailing list, from which each person has the right to request the modification or deletion of their e-mail address. e-mail.
9. Business Line Support reserves the right to send similar job offers in order to help the candidate find the best possible job, unless the candidate states that he does not want to receive such notifications or wishes to remove his e-mail address from the Business Line Support mailing list.
10. Personal data processed by Business Line Support when the candidate sends the application via the application form on the website www.bls-group.pl is:
 - first name and last name
 - place of residence
 - phone number

- e-mail address
- CV document (file)

11. At the same time, Business Line Support reserves the right to expand the set of personal data processed in specific recruitment and training projects or delegation of temporary workers, if the justification for their processing results from the criteria included in the order carried out by Business Line Support.
12. Other personal data of the job candidate or the person taking part in the training, which Business Line Support has not expressly specified as necessary to carry out the recruitment, training or acquisition and delegation of a temporary employee project, and included in the application documents of the job candidate or training participant, the Administrator personal data will be treated as provided voluntarily and of your own will.
13. Personal data may be deleted from the Business Line Support database at any time by clicking the link in the received e-mail or by submitting a request to delete your personal data to the e-mail address: biuro@bls-group.pl
14. Removing the user's personal data from Business Line Support does not affect the commenced recruitment process.
15. Please report any violations and doubts regarding the processing of personal data by Business Line Support to the following e-mail address: biuro@bls-group.pl

Personal data processing period

1. Personal data of a **training participant** conducted by Business Line Support are actively processed from the moment they are transferred by the training client or directly from the training participant for 30 days, counting from the date of closing the training.
2. The closing date of the Business Line Support training is the moment of complete implementation of the ongoing training project, including the provision of supplementary consultation services, support or additional services for training participants, provided that they were included in the training order agreement, implemented after the basic training.
3. After 30 days, counting from the closing date of the training, the training participant's personal data will be archived for 5 years.
4. The personal data of a job applicant **in the recruitment process** conducted by Business Line Support are actively processed from the moment they are made available by the candidate to the personal data administrator, for 180 days from the date of completion, closure or withdrawal of the recruitment order.
5. Business Line Support indicates the dates of closure, termination or withdrawal of recruitment orders accordingly:
 - a) completion of the recruitment order - the date of obtaining information from the client about the employment of the candidate or candidates recommended by Business Line Support, and thus confirming the completion of the commissioned project
 - b) closing the recruitment order - the date of obtaining information from the client about the employment of the candidate or candidates recommended from sources other than Business Line Support, and thus the cessation of further implementation of the ongoing project
 - c) withdrawal of the recruitment order - the date of obtaining information from the client about the temporary suspension or complete withdrawal of the commissioned project, regardless of whether the employee sought has been found and employed or not.

6. After 180 days, counting from the date of completion, closure or withdrawal of the recruitment order, the personal data of the job applicant will be archived for 5 years.
7. Personal data of **a person applying for temporary work** in the recruitment and delegation process conducted by Business Line Support are processed actively, from the moment they are made available by the candidate to the personal data administrator, for 365 days from the date of completion, closure or withdrawal of the employee's recruitment order. temporary.
8. For the dates of closing, completion or withdrawal of the recruitment order for temporary workers, Business Line Support provides the definitions as in point 5.
9. After 365 days, counting from the date of completion, closure or withdrawal of the recruitment order, the personal data of the job applicant will be archived for 5 years.
10. Personal data of **a person delegated for temporary work** by Business Line Support are processed actively, from the moment they are made available by the candidate to the personal data administrator, until April 30 of the following year in which the employee completed the work or order for the User Employer.
11. After April 30 of the following year in which the employee completed work or order for the User Employer, the personal data of the job applicant will be archived for 5 years.

Data of entities looking for or willing to train employees

1. Third parties, organizations and entities looking for employees in order to fully use the Business Line Support services are obliged to conclude an appropriate contract in which they will specify the professional profile, expectations and selection criteria for employees, personal data of training participants and contracts for entrusting the processing of personal data, in which the parties will determine the scope, conditions and methods of processing candidates' personal data.
2. In the recruitment, training or delegation of temporary employees, Business Line Support indicates its role appropriately:
 - a) in the recruitment process, as the Administrator of the candidate's personal data
 - b) in the training process, as the Processor of the training participant's personal data
 - c) in the process of delegating a temporary employee, as the Personal Data Administrator, and the Employer User, as the Processor
3. The client's data obtained will be processed mainly for the purposes of providing services by Business Line Support, including, among others, when posting job advertisements on behalf of the user on other websites, portals and social media that Business Line Support uses or operates, as well as as a support in finding the employee you are looking for.
4. If necessary, user data may be processed for marketing purposes.
5. Business Line Support reserves the right to send organizational announcements, periodic promotional information or advertising messages to its contractors via e-mail, to the e-mail address provided for contact.
6. Public and publicly available data of a third party, organization or entity ordering recruitment or training may be processed and made available by Business Line Support to a third party, primarily for the best possible implementation of the project, and will not bear any responsibility for this.

7. Each client who orders the recruitment, training or delegation of a temporary employee may at any time express his or her wish to remove the data he or she has indicated from the Business Line Support database by sending appropriate information in this regard to the e-mail address: biuro@bls-group.pl, co Business Line Support will process it as soon as possible, but no later than 48 hours from receiving the notification.

Cookies

Cookies may be saved on the user's computer and then used, among others, in the following cases:

- directly by Business Line Support in order to send messages, news, notifications, faster identification of the user and launch of the website, as well as providing marketing information
- by companies such as Google, Facebook, Twitter, or LinkedIn for statistical and marketing purposes or for more accurate placement and serving of advertisements
- by other websites and websites that index the website www.bls-group.pl for statistical and marketing purposes or for more accurate placement and serving of advertisements

Forms of contact

If you have any questions, comments, doubts or if you need to report a violation of personal data protection regulations, please contact us by e-mail at: biuro@bls-group.pl or by phone number +48 728 218 084

The above can also be reported directly to the President of the Office for Personal Data Protection, based in Warsaw, Poland 00-193, 2 Stawki Street.

At the same time, we would like to inform you that we do not transfer personal data outside the European Economic Area and that we do not process sensitive personal data.

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