



Information on Personal Data Processing

In accordance with the European Parliament and Council Regulation (EU) 2016/679 of April 27, 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 (General Data Protection Regulation - GDPR), we inform you that:

Your personal data will be processed for recruitment project needs, based on Article 6(1)(a) of the General Data Protection Regulation of April 27, 2016, and the Labor Code of June 26, 1974. Your personal data will be stored for a period of 2 years from the date of their receipt, or if you consent to participate in future recruitment procedures, until the withdrawal of this consent.

Administrator

The administrator of personal data is U-GetPRO, located at 30NGould St Ste R, Sheridan, WY 82801.

Administrator's Contact Details

You can contact the Administrator of personal data via the email address contact@u-get.pro or in writing at the Administrator's address.

What data do we process?

Candidate Data

To conduct an effective recruitment process and present candidates with the best possible employment opportunities, we must process specific information about the Candidate such as:

- Name and surname;
- Age / date of birth;
- Gender;
- Photograph;
- Marital status;
- Contact information;
- Education;
- Employment history;
- Emergency contacts and data of dependents;
- Reference contact details;
- Immigration status (if work permit is required);
- Nationality / citizenship / place of birth;
- Financial information (if we need to verify financial status);
- Diversity information, such as racial or ethnic origin, religion, or other similar beliefs, mental or physical health status, including disability information;
- Criminal record information, if required for the position you are applying for;
- Details of current salary, pension, rent, and employee benefits;



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- Information about your interests and needs regarding future employment;
- Additional information you decide to provide us;
- Additional information provided by your reference contacts;
- Additional information that our Clients may provide about Candidates or that we obtain from external sources, such as job portals.

Client Data

It is necessary to collect and use information about Clients or individuals within Client organizations such as:

- Client name and address, email addresses, contact phones, names of contact persons on the Client's side, during the provision of services to these Clients, such as:
 - Personnel consulting, i.e., finding suitable Candidates for the Client
 - Providing the Client with employee leasing services

Reference Contact Data

To ensure Candidates are presented with suitable employment opportunities, we ask entities or persons providing references only for very basic contact information so we can contact these individuals to obtain references.

Purpose, Legal Basis, and Period of Data Retention

Purpose	Legal Basis	Period of Data Retention
Recruitment	Art. 6(1)(a) of the GDPR, which is consent; consent may be withdrawn at any time.	until the withdrawal of consent
handling inquiries from the contact form	Legal basis – Art. 6(1)(a) of the GDPR, which is consent; consent may be withdrawn at any time; withdrawal of consent will be equivalent to resigning from receiving feedback regarding the submitted inquiry.	until the withdrawal of consent
pursuit of claims and defense against claims	Legal basis – Art. 6(1)(f) of the GDPR, which is the legitimate interest of the Administrator.	until the expiration of claims



establishing cooperation	Legal basis – Art. 6(1)(a) of the GDPR, which is consent; consent may be withdrawn at any time.	until the withdrawal of consent
implementation of the binding contract on us	Legal basis – Art. 6(1)(b) of the GDPR, which is the necessity of processing for the performance of a contract	during the term of the contract.

The purpose of processing, the legal basis, and the period of processing vary for different activities such as recruitment, handling inquiries from the contact form, pursuing claims and defending against claims, establishing cooperation, and fulfilling binding contracts.

How We Collect Personal Data

Candidate Data:

Personal data are collected in two ways:

- Directly from Candidates and with their consent
- From third parties, e.g., other candidates or our Clients

Client Data:

Personal data are collected from Clients in two ways:

- Directly from the Clients themselves
- From third parties (such as our Candidates) and from other sources (such as internet portals and others).

Reference Contact Data:

Reference contact details are collected only if a Candidate or a member of our Team lists the Referent as their reference contact.



How We Use Personal Data

Candidate Data:

We use candidate data solely for recruitment purposes, i.e., to find employment for candidates. The more information we have about candidates and their skills, the better we can tailor our service.

Client Data:

We use information about Clients and individuals representing the Client in the course of cooperation with the Client, to ensure that contractual arrangements between the parties are properly implemented, and that cooperation runs smoothly.

Reference Contact Data:

We use personal data of reference contacts to streamline the recruitment process of our candidates. We may also use personal data of reference contacts to contact them in connection with recruitment activities that may interest them.

Recipients of Personal Data

Personal data will be made available to potential employers to carry out recruitment projects, i.e., to find the best possible job for our candidates. Personal data of candidates will be made available to individuals and organizations that store information related to your references or job application with our company, such as current, future, or potential employers, and employment and recruitment agencies.

Personal data of Clients will be made available to U-GetPRO Candidates to organize recruitment meetings, send contracts, or other documents.

We may share personal data that we process with tax, auditing, and other authorities if we believe that law or other regulations oblige us to share this data.

Data Retention Period

Personal data of candidates and reference data will be stored for a period of 2 years from the date of receipt or granting of renewed consent for their processing, and in the case of consent to participate in future recruitment procedures, until the withdrawal of this consent.

Client data along with personal data of individuals dedicated on the Client's side to the implementation of the Agreement will be stored for a period of 2 years from the date of termination or expiry of the said agreement to secure claims.

Rights of Data Subjects

You have the right to access your data and the right to request their rectification, deletion, or limitation of their processing. You also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data in the Member State of your habitual residence, place of work, or place of the alleged infringement.



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You have the right to object to the processing of personal data for the above-specified purpose, for reasons related to your particular situation.

You have the right to withdraw consent: After giving consent to the processing of your personal data for specified purposes, you may withdraw your consent at any time.

You have the right at any time to ask us to confirm what information we have about you and you may request to change, update, or delete such information.

Other Information

Personal data are not transferred to countries outside the European Economic Area or international organizations except Switzerland, which, by decision of the European Commission dated July 26, 2000, under Directive 95/46/EC of the European Parliament and Council, ensures an adequate level of protection of personal data.

The Administrator takes all necessary physical, technical, and organizational measures to protect personal data against accidental or intentional destruction, accidental loss, alteration, unauthorized disclosure, use, or access, in accordance with all applicable regulations.

In case of any doubts, please contact: contact@u-get.pro