



COOKIES POLICY

valid from April 1, 2020

I. WHEN WE USE COOKIES?

Recruitment Form

Cookies Policy defines the rules of our (eRecruiter) use of cookies on the recruitment form, when you apply for a job with an employer via eRecruiter system (**Recruitment Form**).

Website

Cookies Policy supplement the **Privacy Policy** as regards processing of personal data recorded and stored via cookies used on the Website (i.e. when you create an account of the candidate).

Terms written in capital letter were described in this Cookies Policy, in the **Privacy Policy** or the **Regulations**.

Who is responsible for processing of your personal data?

We, the eRecruiter are responsible for processing of your personal data recorded and stored via cookies used in the Recruitment Form (if you fail to create an account of the candidate and do not use the Website).

We, the eRecruiter and Grupa Pracuj are responsible as co-administrators for processing of your personal data recorded and stored via cookies used on the Recruitment Form (if you create an account of the candidate).

How you can contact us?

If you have any questions you can contact us at: kandydat@erecruiter.pl or get in touch with our Personal Data Protection Officer at: iod@pracuj.pl

II. WHAT DO COOKIES MEAN”

Cookies are text files, saved by the internet browser on hard disk of your computer or other device, in order to store information aimed at identifying you or memorizing the history of your activities undertaken by you on the Recruitment Form or on the Website.



In addition to cookies we also use similar technologies, such as:

Device recognition, which consists in using for the analysis the collected information about your device (information on a browser, operating system, plug-ins installed, time zone, screen dimension, system fonts and other settings). The purpose of this activity is to find out what device is used by the candidate or the User, so as to make the use of the Recruitment Form or the Website the most simple and comfortable for candidates or our Users.

To ensure the clarity we will call the aforementioned technologies collectively as cookies.

III. WHAT KIND OF COOKIES WE USE?

We use cookies which differ from each other by the lifecycle, as well as the Internet domain from which they originate.

Due to the lifecycle, we divide cookies into:

- **session** – removed when closing an Internet browser,
- **durable** – removed upon expiry of pre-defined period of time, regardless of browser's closure.

Due to an Internet domain from which they originate, we divide cookies into:

- **own** – set by our Internet servers,
- **third party (owned by our partners)** – set by Internet servers of other parties than the Recruitment Form or our Website.

IV. FOR WHAT PURPOSE WE USE COOKIES?

Providing services required by you, sending the Recruitment Form (necessary cookies)

We use own cookies to allow you to send the Recruitment Form, log in to your account, have an access to Website services intended only for logged-in Users and to allow you smoothly navigate on sites and subsites of the Website without the need to repeat the authentication process each time.

Optimisation of using the Recruitment Form or the Website (necessary and analytical cookies)

We use own cookies in order to provide you with the comfort of using the Recruitment Form or the Website, also to limit the number of notifications on your screen (about the regulations update, use of cookies and availability of Website manual). We also use cookies to check safety of IT system and to memorise your preferences.

Statistics of visits on Website sites and subsites as well as on the Recruitment Form (analytical cookies)

We use cookies of our partners (e.g. Google Analytics) to count visits on the Website and on the Recruitment Form, their duration and to find out what website functionalities or parts thereon were used or visited most frequently. Information gathered in that way allows us to analyse the website capacity and determine the directions of development of new functionalities and services.

Monitoring of activity on the Website (analytical cookies)

We use own cookies in order to identify you for the purpose of analysing your activity on the Website, to determine what actions you have undertaken on the Website sites, in particular which job offers you have viewed and for which you have applied. Information gathered in this way allows us to better match recommended job offers and marketing messages to your preferences and interests.

V. WHAT DATA IS RECORDED BY COOKIES?

Through our cookies and cookies of our partners the following information about yourself may be recorded and stored:

- data regarding your device (device ID, MAC address, IP address, operating system, device settings, in particular language settings, screen resolution, type of Internet browser, among other things),
- data regarding your visits on our Website (visit time and duration, subsites visited on our website, search-related data, among other things),
- data regarding your location (if you agree).

Data recorded by means of cookies on the Recruitment Form we process on the basis of our legitimate interest (art. 6 para. 1 (f) of GDPR), consisting in optimising and adapting the Recruitment Form to candidates and technologies used on the market.

Data recorded by means of cookies on the Website (if you create an account of a candidate) are processed in accordance with the rules set forth in the [Privacy Policy](#).

VI. COOKIES LIFETIME (DATA RETENTION PERIOD)

- **Own cookies:** we use on the Recruitment Form and on the Website a cookie named: candidateAccount, which allows us to transfer data from the Recruitment Form to the screen encouraging to create an account of a candidate and send an e-mail to a candidate.
Lifetime: 12 hours
- **Partners' cookies:** we use on the Recruitment Form and on the Website cookies of our partners. You will find details as regards the lifetime of cookies in item 8 below (our partners).

VII. HOW TO MANAGE COOKIES? HOW TO WITHDRAW THE CONSENT OR HOW TO OBJECT?

You have the possibility of determining the conditions of storing or getting an access to cookies by means of Internet browsers settings or service configuration (e.g. using "opt-out" function of our partners). In this way you may withdraw your consent to use cookies by us and our partners or object to processing of personal data recorded and stored by means of such cookies.

In a menu bar of your Internet browser, in "Help" section you may find information on how to reject saving cookies, how to delete saved cookies, how to request being notified of saving a new cookie and how to block cookies' operation. You will find more information [here](#).

We inform you that changes of cookies' settings by refusing to save cookies may cause difficulties and even prevent you from using some of our services.

VIII. OUR PARTNERS (DATA RECIPIENTS)

We use on the Recruitment Form and on the Website services of the following third party providers (partners), who provide us with analytical services and for this purpose they use cookies.

Partner	Purpose, name and cookies lifetime	Cookies function management
Google Inc. (Google Analytics)	<p>Analytical cookies</p> <p>_utma – Google Analytics: allow recording visits and visitors. Lifetime: 2 years</p> <p>_utmb – Google Analytics: used for recording new visits on the website. Lifetime: 30 minutes</p> <p>_utmc – Google Analytics: combined with _utmb allows emphasizing whether this is a new visit. Lifetime: end of session</p> <p>_utmt – Google Analytics: limiting frequency of requests towards Google Analytics. Lifetime: 10 minutes</p> <p>More information about Google Analytics' cookies you will find at:</p> <p>https://developers.google.com/analytics/devguides/collecton/analyticsjs/cookie-usage</p>	<p>https://support.google.com/analytics/answer/181881?hl=pl</p>



IX. YOUR RIGHTS

You may get in touch with us at any moment and exercise the following rights: right to access data (including their copy), to correct, delete data and limit data processing, as well as the right to object to processing of data we have gathered via cookies. You also have the right to file a complaint to the President of the Personal Data Protection Office if you think that your data are processed improperly (more information at: <https://uodo.gov.pl/pl/83/155>).