

INFORMATION ON THE PROCESSING OF PERSONAL DATA

PEOPLE EMPLOYED IN "POWER." SP. Z O.O.

Administrator details

The administrator of employees' personal data is:

"Power." Sp. z o.o.
ul. Chemiczna 14
41-100 Siemianowice Śląskie
phone: (0048) 32 7240531
www.powerfullstop.com

In all matters related to the protection of personal data in "Power." Sp. z o.o. the person responsible is Mr. **Rajmund Karkosz**.

The purposes of processing personal data and the legal basis for processing

Personal data of employees "Power." Sp. z o.o. are processed in order to:

- implementation of the law,
- performing of all activities in the field of labor law in connection with employment under a contract of employment or under a civil law contract.

The legal basis for the processing of personal data is art. 6 par. 1 lit. b and c of the General Data Protection Regulation 2016/679 (GDPR) or the consent of the data subject (Article 6 (1) (a) of the General Data Protection Regulation 2016/679 (GDPR).

Providing personal data is voluntary but necessary for the purpose. Providing personal data by the Employee is a statutory requirement and a condition for concluding a contract.

Information about recipients of personal data

Employees' personal data may be transferred to entities authorized under the law and to service providers, for example: technical, organizational, tele-information, courier and postal services, public administration bodies, local governments.

Personal data of employees and persons employed under civil-legal contracts and personal data of their family members in the scope of HR and payroll services are transferred to **B & B Kadry i Płace sp. z o.o.** based in Tychy, ul. Towarowa 1 registered in the Register of Enterprises of the National Court Register under number 0000119911NIP: 634-10-02-204, REGON: 272220446. They include: NIP, PESEL, REGON, first name, last name, identity card number, date and place of birth, names of parents, address, contact details, education data, information about people being registered for social and health insurance, medical certificates and certificates, employment history, diplomas and qualifications, job positions, salary information, awards, bonuses, remuneration, deductions for insurance purposes, bank account number, working time, including holiday cards, ZLA forms, identification data of persons submitted for social and health insurance data on the NHF Branch and other data required in the ZUS ZUS form filing - application, ZUS IUA - change of data, ZUS ZWUA - deregistration, ZUS ZCNA - family member notification, ZAS - application for setting the benefit period, OL-2 - application for control of the medical certificate.

Personal data of current and former employees and persons providing services on the basis of civil-law contracts, may be transferred to **the Legal Adviser's Office of Tomasz Michalski** with its registered office in Tychy 43-100 at ul. Jordana 73. They include: NIP, PESEL, REGON, first and last name, identity card number, date and place of birth, names of parents, address, contact details, education data, information about people being registered for social and health insurance, medical certificates and statements, employment history, diplomas and permits, job positions, pay information awards, bonuses, remuneration, deductions for insurance purposes, bank account number, working time, including holiday permission cards.

The period during which personal data will be stored

Personal data of employees "Power." Sp. z o.o. are kept by the required period of retention of employee documentation for no longer than 50 years.

Rights due to employees in connection with the processing of personal data

Employees of "Power." Sp. z o.o. in Siemianowice Śląskie, you have the right to request access to your personal data and, if necessary, to rectify, delete or limit their processing or object to their processing and the right to transfer data and the right to submit a statement of withdrawal of any consent in any time. Withdrawal of consent does not affect the legality of the processing, which was made on the basis of consent before its withdrawal.

Providing some personal data by a person employed on the basis of an employment relationship is a statutory requirement and results from art. 22 (1) § 1 and 2 of the Labor Code, and their failure to do so may result in the Administrator not being able to effectively conclude or continue employment contracts with an employee.

Information on the right to lodge a complaint to the supervisory body

Employees of "Power." Sp. z o.o. you have the right to lodge a complaint with the supervisory authority:

Office for the Protection of Personal Data

ul. Stawki 2

00-193 Warsaw

Tel. 22 531 03 00

fax. 22 531 03 01

kancelaria@giodo.gov.pl

www.giodo.gov.pl

Office opening hours: 8.00 - 16.00

Automated decision making

Personal data of employees "Power." Sp. z o.o. they are not subject to automated decision making, including profiling.

STATEMENT

I declare that I have read the information about the processing of personal data in "Power." Sp. z o.o. and that I have been informed about the availability of the above information on the website www.powerfullstop.com and on information boards located in the canteen and in the office.

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Date, employee's signature