

## Information compliant with the General Data Protection Regulation (RODO)

We hereby inform that:

1. Your Data Controller is Mirosław Bulczak, the owner of the company operating under the name of FPU "IN-BUL" with the registered office at Migi 3, 83-340 Sierakowice, tel. +48586816012, email address: inbul@inbul.pl
2. Data processing objectives:
  - fulfilment of the employment contract established with You. The legal ground for the data processing is article 6, paragraph 1, point b) and point c) of General Data Protection Regulation in conjunction with article 94, point 9a) and point 9b) of the Labor Code,
  - enabling the contact with You and providing phone number for the contacting purposes necessary for the employment contract fulfilment (providing the phone number is not compulsory),
  - Your identification and providing a photo for the name badge used for safety reasons (providing the photo is not compulsory),
  - remuneration paid by bank transfer and thus providing a bank with the personal data such as name, address and bank account number,
  - periodical medical examination and providing a clinic with the personal data such as name, address, personal number (PESEL), job position and date of birth,
  - participating in vocational trainings and providing training companies with the particular personal data depending on the type of a training and a training company,
  - life insurance and providing an insurance company the personal data required for the insurance implementation, the data scope is as follows: name, correspondence address, personal number (PESEL), current occupation, date of birth, vested person data i.e. name and date of birth.
3. You have the right to access data, to amend, delete or limit their processing, to obtain the free of charge copy of the data as well as the right to object, demand to stop processing and transferring the data as well as, at any time, to withdraw the permission to process the data and to lodge a complaint with the supervisory body i.e.:
  - no later than the 25<sup>th</sup> of May 2018 with the Inspector General for the Protection of Personal Data,
  - after the 25<sup>th</sup> of May 2018 with the President of the Personal Data Protection Office.
4. Providing the data is not compulsory, however, necessary for implementation of the objectives stated in section no 2. In the event of not providing the data, implementation of the above mentioned objectives will not be possible.

5. The data provided by You shall not be made available to the third parties (with the exception of those listed in section 2). The only recipients of the data shall be the parties authorized by law e.g. Social Insurance Institution (ZUS), National Health Fund (NFZ), Tax Office (US), the Central Statistical Office (GUS) etc.
6. The data provided by You shall not be subject to profiling.
7. The personal data has been received from You during the recruitment process (when employing).
8. The Data Controller has no intention of transferring the personal data to any third country or any international organization.
9. Pursuant to the Regulation of the Minister of Labor and Social Policy of the 28<sup>th</sup> of May 1996 on the scope of documentation, which shall be maintained by employers, related to the employment and employees personal files processing mode, until 31-12-2018, the personal data shall be maintained for the period of 50 years from the date of termination or expiration of the employment contract. However, as of the 1<sup>st</sup> of January 2019, the personal data retention period shall be reduced to 10 years counting from the end of the calendar year in which the employment has been terminated or has expired unless a longer employee file retention period has been stated in separate regulations.

*[Data, stamp and signature of the Data Controller]*

.....  
(date and signature of the Data Controller)

.....  
(date and readable signature of the employee  
acknowledging this information)