

GDPR (GENERAL DATA PROTECTION REGULATION) INFORMATION CLAUSE

For a contractual employee

Pursuant to Article 13(1) of EU 2016/679 Regulation of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation), hereinafter referred to as GDPR, we would like to inform you that:

The Administrator of your Data is:	POLITAN Ltd. & Limited Joint-Stock Partnership (sp. z o. o. sp. k. a.) 3 rd Maja 30 Street, 44-200 Rybnik, Poland
Contact details of the Data Protection Officer:	Marcin Wowk iod.politan@grupafomat.pl
Your Data will be processed for the purpose of:	fulfilment of a legal obligation
The basis for processing your personal Data is:	Act of 26 th June 1974 Labour Code (Journal of Laws 2019, item 1040)
Information with regard to transferring Data to other entities:	Your data is transferred to: - The Tax Office, - The Social Insurance Institution (ZUS); - The Agricultural Social Insurance Fund (KRUS) - refers to employees who benefit from the Agricultural Social Insurance Fund; - The law firm - only at the moment of seizure by the baliff; Your Data is not transferred to international organisations and third countries. Your Data is not transferred to other entities not mentioned in the legal regulations.
Data retention period:	Your Data will be stored for: - Employees employed before 01.01.1999- for a period of 50 years from the date of termination of the employment contract; - Employees employed between 01.01.1999 and 31.12.2018 – for a period of 50 years from the date of termination of the employment contract, if no documents have been submitted: the Social Insurance Institution (ZUS OSW and ZUS RIA); - Employees employed between 01.01.1999 and 31.12.2018 – for a period of 10 years from the date of termination of the employment contract if the Social Insurance Institution (ZUS OSW and ZUS RIA) documents have been submitted;

	- Employees employed from 01.01.2019 – for a period of 10 years from the date of termination of the employment contract.
You shall have the right to:	<ol style="list-style-type: none"> 1. Access to your Data and the possibility to rectify and correct it, 2. Delete or restrict of the processing of your Data, 3. Object to the processing of your Data, 4. Transfer your Data upon request, 5. Withdraw your consent at any time, 6. Lodge a complaint to the supervisory authority at any time.
The Data provided by you is:	A requirement of the Act of 26 th June 1974 of the Labour Code (Journal of Laws 2019, item 1040). Failure to provide data will result in: failure to comply with the requirements of the Act.
Your Data:	Is not subject to any automated decision-making process or profiling.