

## **INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA IN CONNECTION WITH MONITORING USED BY OCHNIK S.A.**

### **WHO WE ARE – ADMINISTRATOR AND CONTACT DETAILS:**

The administrator of your personal data included in monitoring recordings is We inform you that the administrator of your personal data is OCHNIK S.A. located in the Garwolin, address: 8B Stacyjna Street, 08-400 Garwolin, Poland registered in the business registry maintained by the District Court for m.st. Warsaw in Warsaw, XIV Economic Department of the National Court Register under KRS number 0000604045, NIP 826-000-07-80, REGON: 005176399, with a share capital of PLN 8,090,500 (hereinafter "We").

You can contact us:

- by mail at the address: OCHNIK S.A., 8B Stacyjna Street, 08-400 Garwolin, Poland;
- by email at: [rodo@ochnik.com](mailto:rodo@ochnik.com)

### **DATA PROTECTION OFFICER AND CONTACT DETAILS:**

We have appointed a Data Protection Officer whom you can contact with any questions or requests in all matters concerning personal data. You can do this:

- by mail at the address: OCHNIK S.A. Data Protection Officer, 8B Stacyjna Street, 08-400 Garwolin, Poland;
- by email at: [inspektorochronydanych@ochnik.com](mailto:inspektorochronydanych@ochnik.com)

### **FOR WHAT PURPOSE DO WE COLLECT YOUR DATA:**

Your personal data (image) included in monitoring recordings is processed solely to ensure the safety of people and property, as well as to control production and to keep confidential information, the disclosure of which could expose us to harm. Monitoring is carried out with respect for dignity and other personal rights and does not cover sanitary rooms, changing rooms, canteens, and smoking areas.

### **ON WHAT BASIS DO WE PROCESS YOUR DATA:**

We process your personal data included in monitoring recordings based on:

- Article 222 of the Labor Code – if you are our employee;
- Article 6(1)(f) GDPR in our so-called legitimate interests – if you are not our employee but our client, supplier, contractor, courier, mailman, or another person visiting us.

### **AREA COVERED BY MONITORING:**

- Central office – this means the building where the headquarters is located at Stacyjna Street and the area around the building;
- Distributed locations – this means buildings where the warehouses, logistics department, and online store are located and operate in Garwolin or its immediate vicinity.

### **FOR HOW LONG DO WE STORE YOUR DATA:**

Your personal data included in monitoring recordings is stored by us for no more than 3 months from the date of recording. If the recording constitutes evidence in proceedings conducted under the law or we have learned that it may constitute evidence in proceedings, the period specified in the previous sentence is extended until the final conclusion of the proceedings. After the expiry of the mentioned periods, the obtained recordings containing personal data are destroyed unless separate regulations provide otherwise.

### **TO WHOM CAN WE TRANSFER YOUR DATA?**

We may transfer your data included in monitoring recordings to the following recipients:

- entities processing your personal data on our behalf and participating in the performance of our activities, i.e.:
  - (i) entities providing monitoring services or property protection on our behalf;
  - (ii) entities servicing our IT systems or providing us with IT tools or platforms or server space where monitoring recordings are stored;
  - (iii) entities providing us with advisory, consulting, audit, or legal assistance;
- other administrators being persons or bodies to whom the recordings are made available by law or to achieve the legitimate interests of these persons.

## **WHAT RIGHTS DO YOU HAVE?**

You have the right to access, rectify, delete, transfer, limit the processing of personal data included in monitoring recordings, as well as the right to lodge a complaint with the President of the Office for Personal Data Protection and to OBJECT to the processing of your personal data by us in our legitimate interests for reasons related to your particular situation.