

Golina, 25 September 2024

INFORMATION

In fulfilment of the provisions of the Act of 14 June 2024 on the Protection of Whistleblowers (JoL RP of 2024, item 928), the company under the name ETOS Czesław Szymendera Sp. z o.o. with its registered office in Golina informs that it has implemented the Internal Reporting and Follow-Up Procedure at ETOS Czesław Szymendera Sp. z o.o. with its registered office in Golina.

For further information, please email your enquiries to: rodo@etos.net.pl

Information clause in relation to the processing of personal data for the purpose of accepting a report and conducting an investigation (as part of the follow-up) under the Act on the Protection of Whistleblowers

In fulfilment of the information obligation under Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJEU.L.2016.119.1) - hereinafter referred to as the GDPR, we inform you that:

1. The Controller of your personal data is ETOS Czesław Szymendera Sp. z o.o. with its registered office in Golina, Golina ul. Jarocińska 42, 63-200 Jarocin, email address: rodo@etos.net.pl
2. You may contact the Controller on matters relating to the processing of your personal data and the exercise of your rights under the GDPR using the above contact details.
3. Your personal data shall be processed in accordance with Article 6(1)(C) of the GDPR for the purpose of accepting a report and conducting an investigation (as part of the follow-up) on the basis of the legal obligation to which the Controller is subject under the Act of 14 June 2024 on the Protection of Whistleblowers.
4. **Protection of the whistleblower's identity:** The Controller shall ensure the confidentiality of your data in connection with the report received. Therefore, your data may be shared only with entities entitled to receive the data under the law and to entities to whom the Controller has entrusted data processing, i.e. entities providing, under contracts concluded by the Controller, support for the Controller's activities (e.g. IT service providers, law firms), or entities providing courier and postal services.
5. **Specific cases where disclosure may occur:** In connection with investigations conducted by public authorities or pre-trial or judicial proceedings carried out by the courts, including with a view to safeguarding your rights of defence, your data may be disclosed when this is a necessary and proportionate obligation under the law. Before such disclosure is made, the competent public authority or the competent court will inform you by sending you an explanation in paper or electronic form of the reasons for the disclosure of your personal data. The information shall not be provided if it may jeopardise the investigation or pre-trial or judicial proceedings.
6. Personal data processed in connection with accepting a report or follow-up and documents relating to that report shall be retained for a period of 3 years after the end of the calendar year in which the report was submitted or the follow-up was completed, or after the investigations initiated by those actions have been terminated. Personal data that is not relevant to the handling of the report shall not be collected and, if accidentally collected, shall be erased immediately. The erasure of such personal data shall take place within 14 days of the determination that the data is not relevant to the case.
7. You shall have the right to request **access** to your personal data, as well as the **rectification** (amendment) of your personal data. You shall also have the right to request **erasure** or **restriction of processing**, as well as the right to **object to processing**, but you shall only have this right if further processing is not necessary for the Controller to comply with its legal obligation and there are no other overriding legal grounds for processing.
8. You shall have the right to lodge a complaint with the President of the Personal Data Protection Office (UODO) (uodo.gov.pl) against the processing carried out by the Controller.
9. The provision of your data is voluntary and shall not constitute a condition for us to accept your report. If you do not provide your contact data, we will not be able to confirm the acceptance of your report and to inform you about the course of our related actions.
10. Your data shall not be transferred to any third country or international organisation.
11. Your data shall not be subject to profiling or automated decision-making.
12. The provision of personal data is voluntary, but failure to do so will result in our inability to follow up on your report.

