

INFORMATION CLAUSE FOR THE EMPLOYEE

Pursuant to Article 13 (1) and (2) of 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 GDPR - we wish to inform you that:

1. The controller of your personal data is OPTOPOL Technology Sp. z o.o. with its registered office in Zawiercie, address: ul. Żabia 42, 42-400 Zawiercie, KRS (National Court Register number) : 0000195272, NIP (taxpayer identification number): 649-19-87-762 (hereinafter referred to as the "Data Controller"). Contact details of the Data Controller: info@optopol.com.pl, tel.: +48 32 67 07 400.
2. In matters concerning the protection of your personal data, you may contact us at the following e-mail address: info@optopol.com.pl.
3. Your personal data will be processed by OPTOPOL Technology Sp. z o.o., as the employer and the Data Controller, for the following purposes and on the following grounds:
 - performance of the concluded contract (Article 6 (1) (b) of the GDPR),
 - fulfilment by the Data Controller as the employer of the legal obligations incumbent on the Data Controller in connection with the employment relationship arising from the applicable provisions of law and in particular: Act of 26 June 1974 - the Labour Code, Act of 13 October 1998 on the social security system, Act of 26 July 1991 on personal income tax, Act of 4 March 1994 on the Company Social Benefits Fund, Accounting Act of 29 September 1994, Act of 27 June 1997 on occupational medicine services and the Ordinance of the Minister of Labour and Social Policy of 26 September 1997 on general health and safety regulations at work, (Article 6 (1) (c) and Article 9 (2) (b) of the GDPR),
 - ensuring the physical safety of employees and the protection of property – monitoring, on grounds of the legitimate interest of the Data Controller (Article 6 (1) (f) of the GDPR),
 - internal administrative purposes of the Data Controller, on grounds of the legitimate interest of the Data Controller, including the creation of project budgets, annual employee appraisals, internal analyses (Article 6 (1) (f) of the GDPR),
 - for archival (evidence-related) purposes – to secure the information needed to prove facts as required by law, on grounds of the legitimate interest of the Data Controller (Article 6 (1) (f) of the GDPR),
 - Personal data will also be processed on the basis of your consent for the purposes specified each time in the declarations of consent (e.g.: sharing your image, accepting the offered medical care package, choosing an insurance offer and a sports package) (Article 6 (1) (a) of the GDPR).
4. The Data Controller makes your data available to the following categories of recipients:
 - entities authorised to receive your personal data under provisions of law, including the Social Insurance Institution, the Tax Office, the State Labour Inspectorate,
 - entities processing your personal data on the basis of concluded sub-processing agreements, including third-party operators of IT systems, companies providing property protection services, providers of archiving services, providers of services in the area of occupational health and safety,
 - other controllers of personal data: law firms, banks (payment of salaries), providers of training and courses, external auditors and contractors, as part of the operational activities of the Data Controller,
 - on the basis of separate consents given by you to the following entities, e.g. insurance companies in the case of choosing an insurance offer, health care providers in the case of choosing a medical care package offer, the National Health Fund, sports service providers in the case of choosing a sports package offer, trade unions.
5. The provision of personal data is necessary for performing the concluded contract between the employee and the employer as specified in provisions of law. The basis for the processing of other additional personal data by the employer may be the employee's express consent.
6. Personal data will be retained for the duration of employment and for the time required by law, including the retention period for employee records.
7. Subject to the following sentence, the Data Controller does not transfer personal data outside the European Economic Area.
8. You have the right to request access to your personal data, its rectification, erasure, restriction of processing, as well as the right to data portability and the right to object to processing. Where processing is based on consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on your consent before its withdrawal.
9. You have the right to submit a complaint to the President of the Office for Personal Data Protection if you believe that your personal data are processed in violation of the GDPR.
10. Your personal data will not be subject to automated decision-making, including profiling, and will not be made available to international organisations and third countries.