

MM Kwidzyn sp. z o.o.	<b>Załącznik nr 31 do PO 02/01</b>		Strona	
	<b>Klauzula informacyjna o przetwarzaniu danych osobowych dla osób przebywających na terenie MM Kwidzyn sp. z o.o. - wersja angielska</b>		Liczba stron	nr strony
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*Wydruk nienadzorowany*

Wersja 8

**INFORMATION CLAUSE  
ON PROCESSING OF PERSONAL DATA FOR PERSONS PRESENT  
AT THE PREMISES OF MM KWIDZYN SP. Z O.O.**

**Pursuant to the art. 13 and 14 of the 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 hereinafter referred to as GDPR, we inform you that:**

1. The Controller of your personal data is MM Kwidzyn spółka z o.o. with its registered office in Kwidzyn, 82-500 Kwidzyn ul. Lotnicza 1 ("MM Kwidzyn" or "Controller").
2. The Controller's contact details: ul. Lotnicza 1, 82-500 Kwidzyn, phone number +48 55 610 8000.
3. The Controller has appointed a Data Protection Officer, who can be contacted via e-mail: [privacy@mm.group](mailto:privacy@mm.group)
4. The Controller obtains personal data directly from you or from other sources, i.e.:
  - a. from the entity you are employed at;
  - b. from publicly available sources, e.g. National Court Register (KRS), central register and information on economic activity (CEIDG);
  - c. from third parties, e.g. providers of services related to examination of the legal and financial situation of entrepreneurs, state authorities and public administration.
5. Your data shall be processed for the following purposes, based on a specific legal basis and for a specific period of time:

Type of personal data	Purpose of data processing	The legal basis for processing of data is as follows:	Period of data storing
<ul style="list-style-type: none"> <li>- full name</li> <li>- Polish Personal Identification Number (PESEL) and, in the absence thereof, the series and number of the identity document</li> <li>- pass no.</li> <li>- supplier no.</li> <li>- job title</li> <li>- company, (name)</li> <li>- contact phone number</li> <li>- e-mail address</li> <li>- image</li> <li>- signature</li> <li>- in the case of asserting claims: additional data necessary for establishment, exercise or defence of claims</li> <li>- in the event of a state of emergency, martial law, announcement of mobilisation and during the war: data necessary for the defence of the Motherland</li> <li>- test result indicating presence of alcohol (condition after using alcohol or state of</li> </ul>	<ul style="list-style-type: none"> <li>- keeping the register of persons present at the premises of MM Kwidzyn</li> <li>- maintaining an electronic database of prohibitions on entering the premises</li> <li>- obligation to ensure order and safety at the premises of the administered facility, including ensuring safety of the personnel and materials' traffic</li> <li>- establishment, assertion or defence of claims</li> <li>- fulfilling tasks which are particularly important for the security and defence of the state</li> <li>- handling alerts about an event in order to carry out rescue operations by the Company Fire Service</li> <li>- protection of persons and property, including through</li> </ul>	<ul style="list-style-type: none"> <li>- performance of contracts (Article 6(1)(b) of the GDPR)</li> <li>- necessity to fulfil the legal obligation imposed on the controller (Article 6(1)(c) of the GDPR) consisting in the protection of the employees' life and health</li> <li>- implementation of our legitimate interest consisting in registering visits, alarm notifications, maintaining a database of admission or pursuing or defending claims (Article 6(1)(f) of the GDPR)</li> <li>- necessity to fulfil the legal obligation imposed on the controller (Article 6(1)(c) of the GDPR and Article 9(2)(g) of the GDPR)</li> <li>- implementation of our legitimate interest and the need to fulfil specific rights in the area of labour law (Article 6(1)(f) and Article 9(2)(b) of the GDPR) consisting in</li> </ul>	<p>A period not longer than it is necessary to achieve the purposes for which the data are processed, i.e.:</p> <ul style="list-style-type: none"> <li>- data included in the register of persons present at the premises are stored for 12 months</li> <li>- data in the electronic database of the instances of prohibition of entering the premises are processed for a period of 12 months from the date of violation of the rules or provisions of law</li> <li>- video recordings from video cameras are stored for 3 months</li> <li>- in the case of disputes, data are stored until the dispute is validly resolved</li> <li>- data of the persons serving at a militarised unit will be processed in accordance with the Act of 11 March 2022 on defence of the Motherland and executive acts issued pursuant to the provisions of the Act</li> </ul>

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intoxication) or presence of agents similar to alcohol – date, time, minute of the test – reason for prohibition of entering the premises – data about the person associated with the handling of alarm notifications	the use of monitoring systems, sobriety control, control of the presence of agents similar to alcohol  – processing on the basis and for the purposes specified in the consent	carrying out a test verifying presence of alcohol and agents of similar effect  - consent of the data subject (Article 6(1)(a) of the GDPR)	- data on alarm applications are stored for a period of 12 months  – personal data related to sobriety testing and testing for presence of agents of similar effect are processed for the period of 12 months  - as long as the consent is not withdrawn
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6. Providing your personal data is voluntary, but necessary to register your presence at the premises of MM Kwidzyn. Failure to provide the data will result in refusal to admit you to the premises of MM Kwidzyn.
7. Access to the personal data, with all guarantees ensuring the security of the data provided, shall be granted to:
  - the Controller's employees authorised to process the data on the Controller's instructions;
  - licensed operators providing services of protection of persons and property in the form of direct physical protection of the area, facilities and equipment of MM Kwidzyn;
  - the company fire brigade providing fire prevention services, preventing major industrial accidents and taking emergency measures;
  - MM Group companies;
  - public authorities and public administration to the extent necessary for performance of tasks;
  - suppliers of services provided to MM Kwidzyn, including legal and/or advisory services and suppliers of financial and accounting services related to their business;
  - state institutions in accordance with applicable law;
8. Some recipients of personal data may be located in countries that are not part of the European Economic Area ('EEA'), which do not provide adequate protection of personal data according to the standards of the European Committee. MM Group entities have signed standard contractual clauses ('Model Agreements') for the transfer of personal data with entities established in countries that are not part of the European Economic Area. You may request MM Group to present the Model Agreements using the following contact data.
9. You have the right to:
  - a. request access to your personal data,
  - b. correct, rectify your personal data if they are incorrect or incomplete,
  - c. in certain situations, to restrict processing of your data, e.g. if you dispute correctness of data processing,
  - d. request erasure of your data if there are no legitimate grounds for using the data,
  - e. data portability;
  - f. withdraw the prior consent without affecting the lawfulness of the processing carried out before such withdrawal.

If you have any questions in relation to your rights, please contact us at the address indicated in point 2 or through the e-mail: [privacy@mm.group](mailto:privacy@mm.group)
10. You have the right to lodge a complaint with the supervisory authority, the President of the Personal Data Protection Office, if you consider that the processing of your personal data violates your rights or the data protection legislation.
11. Your personal data is not subject to automated decision-making, including profiling.