

Dear Sir or Madam!

As of 25.05.2018 the Regulation (EU) of the European Parliament and of the Council 2016/679 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 the GDPR, come into force in Poland.

We would like to inform that we are deeply committed to processing of your personal data in a safe and reliable manner, in conformity with the laws in force.

- 1) The Controller of your personal data is Dyckerhoff Polska Sp. z o.o. with its registered office in Nowiny (26-052 Nowiny) , ul. Zakładowa 3.
- 2) The Personal Data Protection Officer of the Buzzi Dyckerhoff group can be contacted at:
Data Protection Officer Dyckerhoff GmbH
Biebricher Strasse 68, 65-203 Wiesbaden, Germany
e-mail protection.data@dyckerhoff.com
(contact in German and in English)

In the scope of safety and protection of your personal data you may also contact in Polish by writing to the e-mail dane.osobowe@dyckerhoff.com

- 3) The catalogue of your personal data processed by the employer is defined by Art. 22¹ of the Labour Code, the Regulation of the Minister of Labour and Social Policy dated 28 May 1996 on the scope of keeping documentation by employers connected with employment relationship and the method of keeping personal files of an employee, and of the Regulation of the Minister of Labour and Social Policy dated 23 October 2009 on registration of employees and their family members to social and health insurance in the Social Insurance Institution (ZUS). Detailed scope of data that may be collected for this kind of registration is defined by appropriate forms of ZUS: ZUS ZZA, ZUS ZUA or ZUS ZCNA.
- 4) Your personal data are processed for the needs of exercising rights and obligations resulting from the employment relationship between the parties, basing on Art. 6 paragraph 1 letter c of the GDPR. After termination of employment relationship personal data will be archived and stored for the period indicated in the separate provisions.
- 5) Personal data collected without the employee's consent shall not be made available to any external recipients and they shall not be transferred to any third country / international organization.
- 6) You are authorized to access to the contents of your data, to their rectification, or erasure (if this is admissible pursuant to other detailed regulations), restriction of processing, as well as the right to transfer data and to file an objection.
- 7) Pursuant to the new regulations, you are also entitled to lodge a complaint to a supervising authority responsible for personal data protection (the Office for the Protection of Personal Data), when you come to a conclusion that processing of personal data by the employer is in breach of the provisions of the GDPR or other provisions that specify the method of processing and protection of personal data.
- 8) Providing any additional personal data by the employee is voluntary, however, it may be necessary for the employer to allow it to perform its social or motivational functions.
- 9) Personal data given by the employer shall not be used for automated decision making.