

Privacy notice on the processing of personal data

for employees, contractors, drivers and contact persons — Article 13 GDPR

This form is based on Polish law. It is an English translation of the Polish template; the Polish version is the reference text. Before use, adapt it to your actual data processing.

Data controller (employer / site)

company / site name

registered address

tax ID

contact for data protection matters (e-mail / phone / person)

1. Who is the controller

The controller of your personal data is the site named above. You may contact us on data protection matters at the address given above.

2. What data and where it comes from

Name and surname, position or role, work phone and e-mail, system login, registration numbers of the vehicles you drive, and data created in daily work: weighings and dispatches, refuellings, inspections and repairs, measurements, production records, activity history in the system. The data comes from you and from your work at the site.

3. Purposes and legal bases

- keeping records of the site's operations (weighings, refuellings, machines, production) and cost accounting — **Article 6(1)(b) GDPR** (employment or civil-law contract) and **Article 6(1)(f)** (legitimate interest of the controller: organising and supervising work, protection of property, settlements with business partners);
- compliance with legal obligations under Polish law: employment, health and safety, tax, accounting and mining and geological regulations — **Article 6(1)(c) GDPR**;
- establishing, exercising and defending claims — **Article 6(1)(f) GDPR**.

4. Who receives the data

The data is processed in the **TonMiro Systems** software supplied by Lexine Gawek i Kielar sp. j. (Kraków, Poland), which acts on our instructions under a data processing agreement (Article 28 GDPR); the servers are located in Poland (cyberfolks.pl). Data may also be received by: the accounting office, legal advisers, machine service companies (for repairs) and public authorities where required by law. The data is not transferred outside the European Economic Area.

5. How long we keep it

For the duration of your employment or cooperation and, after it ends, for the period required by Polish law (employee records: 10 years from the end of the calendar year in which the employment ended; accounting documents: 5 years) or until the limitation periods for claims expire (as a rule 3 years). Operational data in the system (weighings, refuellings) is archived together with the site records.

6. Your rights

You have the right to: access your data and obtain a copy, rectification, erasure (where there is no longer a basis for processing), restriction of processing, data portability, objection to processing based on legitimate interest, and to lodge a complaint with the supervisory authority — **the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, Poland**. Send requests to the contact address given above.

7. Whether providing data is voluntary; automated decisions

Providing the data is necessary to work at the site and to use the system; without it, records and settlements cannot be kept. We do not take decisions about you based solely on automated processing and we do not profile you — the analytical functions of the system assess the production process, not people.

date and signature of the person who has read this notice
(name in block capitals)

signature of the controller (optional)

Do you need this form prepared under the law of your country? Write to info@tonmiro.com and we will prepare it.