

Authorisation to process personal data and confidentiality undertaking

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 / principal)

company / site name

registered address

tax ID

Authorised person

name and surname

position / type of contract (employment, mandate, B2B)

Scope of the authorisation (tick as applicable)

- ☐ data of employees and contractors (HR, working-time records, user accounts in systems)
- ☐ data of business partners, suppliers and contact persons (orders, invoices, correspondence)
- ☐ data of drivers and carriers (weighings, weighbridge tickets, dispatches, refuellings)
- ☐ data in the TonMiro Systems software, in the following modules:

☐ other:

Pursuant to Article 29 and Article 32(4) of Regulation (EU) 2016/679 (GDPR), I authorise the person named above to process personal data within the scope ticked above, solely for the purpose of performing their duties and on the instructions of the controller.

The authorised person undertakes to:

1. process personal data solely on the instructions of the controller and within the scope of this authorisation;
2. keep personal data and the methods of securing it confidential — also after the employment or cooperation ends;
3. not copy, transfer or remove data outside the systems, media and locations designated by the controller;
4. protect their own logins and passwords, not share the account with others, and lock the device after finishing work;
5. report to the controller without undue delay — no later than within 24 hours — any suspected personal data breach (lost phone, leaked password, accidental disclosure of data);
6. become familiar with the data protection rules in force at the controller and apply them in daily work.

authorisation number in the register
(optional)

valid from

valid until (or: "until revoked")

place, date and signature of the controller
(or of the representative)

date and signature of the authorised person

Revocation of the authorisation (complete when employment / cooperation ends or the scope changes):

date of revocation

signature of the controller

confirmation that access was removed
(accounts, keys, media)

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