

### **I. Data controller**

The administrator of your personal data is ASTEK Polska sp. z o.o. with its registered office at Al. Jana Pawła II 22, 00-133 Warsaw.

### **II. Data Protection Officer**

The contact person for all matters concerning data protection and your rights is the Data Protection Officer. The Data Protection Officer can be contacted by sending an e-mail to: [privacy@astek.net](mailto:privacy@astek.net) or by post at the above mentioned address of the Administrator's registered office with the reference "To the Data Protection Officer".

### **III. Aims and legal bases of the processing**

The controller processes personal data in order to:

- A) handling of the whistleblower's notification - the legal basis for the processing of the data is the necessity of the processing in order to fulfil the legal obligation incumbent on the Administrator (Article 6(1)(c) RODO) in accordance with the Act of 14 June 2024 on the protection of whistleblowers,
- B) the possible establishment, investigation or defence against claims relating to the making of a false report - the legal basis for the processing is the necessity of the processing to pursue the legitimate interest of the Administrator. The legitimate interest of the Administrator in this case is the possibility of establishing, investigating or defending against claims (Article 6(1)(f) RODO).

### **IV. Recipients**

The recipients of Your personal data are entities to which the Administrator subcontracts the performance of activities which involve the necessity to process the data, in particular in the field of e-mail service, hosting, administrative service, legal service or consultancy. Recipients of your personal data may also be entities and authorities entitled to receive your data - only in justified cases and on the basis of generally applicable legal regulations. Your personal data will not be transferred outside the EEA

### **V. Period of retention of personal data**

Personal data will be stored for a period of 3 years from the date of notification or until the investigation or defence of claims is established - until the statute of limitations has expired.

### **V. Rights of data subjects**

In relation to the processing of personal data, the data subject has the following rights: access to data, rectification of data, erasure of data, restriction of data processing, the right to object to data processing, the right to data portability, as well as the right to lodge a complaint with the President of the Office for Personal Data Protection. You have these rights in the cases and to the extent provided for by generally applicable laws.