

INFORMATION ON PROCESSING OF PERSONAL DATA

Controller

The controller of your personal data processed in connection with the acceptance and handling of internal notifications, as well as the undertaking of follow-up activities, for the Whistleblower, the person assisting the Whistleblower, the person affected by the notification; the person associated with the notification, the person who may experience retaliation, witnesses and other third parties indicated in the notification, is MAEM sp. z o.o., with its registered office in Kraków at ul. Bociana 22a, 31-231 Kraków (hereinafter: the "Company") You can contact the Controller at the following e-mail address: administrator_rod@maem.com or by calling the telephone number: +48 12 415 08 16.

Data Protection Officer

For all data protection issues, you can contact the designated Data Protection Officer by writing to: iodo@maem.com.

Purpose and basis of processing

Personal data will be processed on the basis of:

- article 6(1)(c) of GDPR - legal obligation incumbent on the controller, in connection with the provisions of the Act of 14 June 2024 on the protection of whistleblowers (Journal of Laws of 2024, item 928),
- article 9(2)(g) of GDPR - in relation to the provisions of the Whistleblower Protection Act, if such personal data is included in the notification, to carry out all tasks related to the reception and handling of internal notifications as well as to carry out follow-ups.

Recipients of personal data

The recipients of your data will be entities authorised to process them under the law. Personal data will be shared with separate controllers, i.e. competent authorities, in case of follow-up. Personal data may be made available to entities providing service to the Controller's activities, based on the contracts concluded.

Data retention period

Personal data will be retained for a period of 3 years after the end of the calendar year in which the follow-up actions have been completed or the proceedings initiated by these actions have been concluded.

Rights of data subjects

You have the right:

- 1) to access to and receive a copy of your data;
- 2) to rectify (amend) your personal data;
- 3) to restrict the processing of personal data;

- 4) to lodge a complaint with the President of UODO (Personal Data Protection Office) (to the address of Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa)

Information about the requirement to provide data

The provision of personal data is voluntary but necessary for the acceptance of the notification within the scope of the Procedure. The source of the personal data is submitted notification concerning infringement of the law. Personal data will not be subject to profiling. No automated decisions will be made on the basis of this data. Personal data will not be transferred to third countries or international organisations.