

### **Information on the processing of personal data**

Acting under Article 13 and Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, the so-called GDPR, Infolet Sp. z o.o. informs that:

**1. Data controller:**

The Controller of personal data is Infolet Sp. z o.o.

**2. Purpose and legal basis for the processing of personal data:**

Personal data are processed to fulfil the legal obligations incumbent on the Controller pursuant to Article 6 Paragraph 1 Letter C of the GDPR and Article 9 Paragraph 2 Letter B of the GDPR, in particular in the scope of obligations arising from the Act of 14 June 2024 on the protection of whistleblowers.

**3. Scope of personal data:**

The scope of personal data processed includes data that was provided in the notification of a violation of the law or was obtained during follow-up activities.

**4. Recipients of personal data:**

Only authorized employees/associates of the Administrator who are obliged to keep personal data confidential have access to it.

**5. Reason for providing and source of personal data:**

The processing of personal data is necessary for the system to report violations. Failure to provide a contact address may fail to confirm receipt of the notification and feedback.  
Personal data comes from the person making the notification or may be obtained during follow-up activities.

**6. Period of personal data processing:**

Personal data processed in connection with the receipt of the notification or taking follow-up activities and documents related to this notification are stored by the legal entity for 3 years after the end of the calendar year in which the external notification was submitted to the public authority competent to take follow-up activities or the follow-up activities were completed, or after the proceedings initiated by these activities were completed. Personal data and other information in the internal notification register are stored for 3 years after the end of the calendar year in which the follow-up actions were completed or after the completion of the proceedings initiated by these actions.

**7. Rights of the data subject:**

Each person has the right to:

- under Article 15 of the GDPR, the right to access personal data;
- under Article 16 of the GDPR, the right to rectify personal data;
- under Article 17 of the GDPR, the right to request the deletion of personal data, subject to the cases described in Article 17, Paragraph 3 of the GDPR;
- under Article 18 of the GDPR, the right to request the restriction of the processing of personal data, subject to the cases referred to in Article 18 paragraph 2 of the GDPR;
- the right to complain to the Personal Data Protection Office President, ul. Stawki 2, 00 – 193 Warsaw, if it is considered that the processing of personal data violates the provisions of the GDPR.

**8. Profiling:**

Personal data are not used in automated decision-making processes, mainly automated profiling.

**9. Transfer of personal data outside the European Economic Area:**

Personal data are not transferred to international organizations or outside the European Economic Area.

**10. Contact details of the Data Protection Officer:** [iod@infolet.pl](mailto:iod@infolet.pl)