

INFORMATION ON THE PRINCIPLES OF USING THE VIDEO SURVEILLANCE SYSTEM AND THE PASS SYSTEM IN PODANFOL S.A.

Pursuant to Article 13 section 1 and 2 of the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (general data protection regulation - Official Journal of the European Union UE L 119 - hereinafter: the GDPR) we would like to inform you about the rules regarding the use of the video surveillance system and the pass system applicable within the premises of our Company:

- 1) Podanfol S.A. - official seat: Podanin 71, 64-800 Chodzież, entered in the register of entrepreneurs of the National Court Register under number 0000320019, no. 570161109, NIP [tax id no.]: 7641009978, is the controller of the data of persons processed in the video surveillance and the pass systems used in our Company.
- 2) The monitored area includes the administrative area and internal zones of the Company's facilities in Podanin 71. Site and facilities
the monitored areas are marked with information boards.
- 3) The Data Controller, using the video surveillance and the pass system, processes personal data for the purposes listed below and on the following legal bases:
 - in order to ensure the safety of persons and property on the administrative premises of Podanfol S.A., which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR);
 - for purposes arising from Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs, the Act of 25 August 2006 on food and nutrition safety, the Act on accounting and tax law, as well as obligations arising from these provisions to apply the HACCP and BRC Packaging systems protecting food production and marketing processes (legal basis: Article 6(1)(b, e) and Article 9(2)(g, i) of the GDPR);
 - for evidential purposes in pursuit of the Data Controller's legitimate interest in preserving information in the event of a legal need to prove facts (legal basis: Article 6(1)(f) of the GDPR);
 - for potential determination, assertion or defence of claims, which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) and Article 9(2)(f) of the GDPR).
- 4) Your personal data are not subject to automated decision-making, including profiling, by Podanfol S.A.
- 5) The persons whose data we process in the video surveillance system have the right to:
 - access their personal data (subject to respect for the privacy rights of others),
 - erase their data (in accordance with the conditions set out in Article 17 of the GDPR),
- 6) The persons whose data we process in relation to the issue of passes entitling them to enter and stay in the administrative area of Podanfol S.A. have the right to:
 - access their data and receive a copy thereof,
 - rectify (amend) their data,
 - erase their data (in accordance with the conditions set out in Article 17 of the GDPR),
 - restrict data processing (subject to the conditions set out in Article 18 of the GDPR),
 - transfer their data (in accordance with the conditions set out in Article 20 of the GDPR),
 - object to the processing of their data (in accordance with the conditions set out in Article 21 of the GDPR).

- 7) The persons whose data are processed by our Company have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, if the data subject considers that the processing of personal data by Podanfol S.A. violates the provisions of the GDPR.
- 8) The retention period for data recorded for the purpose of issuing entry and exit passes on the administrative premises of Podanfol S.A. shall not exceed 3 years.
- 9) The retention period for data recorded in the Podanfol S.A. video surveillance system shall not exceed 90 days.
- 10) The data recorded by the video surveillance system and the pass system may be made available to:
 - public authorities and entities performing public tasks or acting by order of public authorities, to the extent and for the purposes arising from generally applicable legal provisions;
 - entities related to Podanfol S.A. by contracts on personal data processing (law firms, entities servicing the devices of the video monitoring system, personal and property security agency, entity performing the duties of the Data Protection Inspector).
- 11) The Data Controller declares that it does not transfer and does not intend to transfer personal data to a third country or international organisation.
- 12) In matters concerning data protection, you can contact us by telephone at +48 67 / 28 12,101 – 102. Electronic contact can be made by filling in the form available at <https://www.podanfol.com/pl/kontakt>.

The Management
Board of PODANFOL
S.A.