

Information about the Personal Data Controller.

The Personal Data Administrator is J.S. Hamilton Quality Services with its registered office in Gdynia, 180 Chwaszczyńska Street, 81-571 Gdynia, holding KRS: 0000170773, NIP: 5831006344, REGON: 190297107.

Information about the Data Protection Officer.

Within the meaning of Article 37(1) GDPR The Controller has not appointed a Data Protection Officer. All activities specified for the Data Protection Officer within the meaning of Article 39 of the GDPR are carried out by a designated employee of the Company, with whom you can contact in matters related to the processing of your personal data or the exercise of your rights, via e-mail at the following address: iodoqs@jsh.com.pl

or by post to the following address: J.S. Hamilton Quality Services Sp. z o.o., 180 Chwaszczyńska Street, 81571 Gdynia;

Information about the recipients of personal data.

Your personal data may be disclosed to the following categories of recipients:

- authorized employees and associates of J.S. Hamilton Quality Services Sp. z o. o.,
- entities providing services to J.S. Hamilton Quality Services Sp. z o. o., including: legal, marketing, job placement, postal and courier services, IT services.
- JS Hamilton Group Companies and public authorities or other entities that process personal data on behalf of the controller while maintaining the security of personal data processing in accordance with Article 28 of the GDPR Regulation.

Information on the purposes and legal basis for the processing of personal data:

Your data is processed on the basis of the relevant premises indicated in Article 6(1)(a), (b), (c) and (f) or Article 9(2)(b) and (h) of the GDPR) for the following purposes:

- a) performance of a contract as part of an employment relationship – Article 6(1)(b) of the GDPR,
- b) organization and implementation of the employment process as part of the employment relationship – Article 6(1)(f) of the GDPR,
- c) the employee's exercise of rights provided for in the labour law in connection with employment – Article 6(1)(c) of the GDPR,
- d) settlement of remuneration and benefits to which the employee is entitled in connection with employment – Article 6(1)(b) in conjunction with Article 6(1)(c) of the GDPR,
- e) performance of public law obligations incumbent on the employer in connection with employment (e.g. Tax Office, Social Insurance Institution, Employee Capital Plans) – Article 6(1)(c) of the GDPR,
- f) if the data is processed in connection with the implementation of a project financed from EU funds, for the purpose of reporting or settling the project – Article 6(1)(b) in conjunction with Article 6(1)(c) of the GDPR,
- g) fulfilment of the employer's obligations in connection with ensuring a safe working environment (OHS) – Article 6(1)(c) and Article 9(2)(b) of the GDPR,
- h) performance of the employer's obligations in connection with occupational medicine – Article 6(1)(c) and Article 9(2)(h) of the GDPR,
- i) telephone or e-mail contact (private telephone and/or e-mail address provided at the recruitment stage) with the employee in connection with employment, but not for business purposes – Article 6(1)(c) of the GDPR),
- j) after obtaining additional consent, for the purpose related to integration, information, promotional, cultural activities carried out by the Administrator as an employer – Article 6(1)(a) of the GDPR,
- k) establishing, defending or pursuing claims arising from employment – Article 6(1)(f) of the GDPR,
- l) the use of video surveillance to ensure the safety of employees, protection of property, supervision over information – Article 6(1)(c) of the GDPR,
- m) Article 6(1)(c) of the GDPR.

Information about the period of personal data processing.

INFORMATION CLAUSE

(for employees of JS Hamilton Quality Services Sp. z o. o.)

Your personal data will be processed for the period resulting from the applicable law, i.e. 10 years. Due to the fact that some of the data may be processed on the basis of consent, the indicated period of processing may be shortened, depending on the moment of objection, withdrawal of consent or cessation of the purpose of processing.

Information about the obligation to provide data.

Providing data for the purposes of which the employee's consent is based is voluntary, but necessary to achieve these purposes. In the case of data processed in connection with an employment relationship or on the basis of legal provisions, the provision of data is mandatory and results from employment regulations, in particular the Labour Code, tax regulations, and social security regulations. Failure to provide the data results in the inability of the Administrator to be employed.

Information about the rights of data subjects.

The data subject may exercise the following rights against the Controller:

- a) the right to request access to your personal data (Article 15 of the GDPR),
- b) the right to request rectification of your personal data (Article 16 of the GDPR),
- c) the right to restrict the processing of your data in the situations and on the terms indicated in Article 18 of the GDPR or to have them deleted in accordance with Article 17 of the GDPR ("right to be forgotten"),
- d) the right to object at any time to the processing of your personal data on grounds relating to your particular situation, as referred to in Article 21(1) of the GDPR.
- e) the right to lodge a complaint against the processing of his/her personal data by the Administrator to the President of the Office for Personal Data Protection (address: 2 Stawki Street, 00-193 Warsaw),
- f) withdraw consent at any time without giving reasons and affecting the lawfulness of processing based on consent before its withdrawal.

In the remaining scope, due to the failure to meet the conditions set out in the provisions of the GDPR, the rights will not be exercised.

Information about automated data processing, including profiling.

Your personal data will not be used for automated decision-making, including profiling.

Information about transfers outside the European Economic Area.

Your personal data will not be transferred to third countries, i.e. outside the European Economic Area.