

## **INFORMATION CLAUSE ON PERSONAL DATA PROCESSING: PROVISION OF IN-HOUSE TRAINING COURSES**

In accordance with Article 14 (1) of Regulation on the protection of personal data of April 27, 2016 (hereinafter referred to as the GDPR), we shall inform you that:

- 1) The Administrator (Controller) of your personal data is : TÜV NORD Polska Sp. z o.o. in Katowice, address 40-085 Katowice, Mickiewiczza street 29, under National Court Register (KRS) numer: 118633
- 2) The Administrator has appointed a Data Protection Officer, who can be contacted at: [iod@tuv-nord.pl](mailto:iod@tuv-nord.pl) or tel. 609670458.
- 3) Your personal data were obtained from your employer or were obtained from other training units cooperating with the Administrator. Your personal data will be processed for the purpose of carrying out in-house training courses on the basis of art. 6 (1) (b) of the Regulation of the European Parliament and of the EU Council 2016/679 (GDPR).
- 4) The scope of processing your personal data shall include: name and surname, business address, contact and address data.
- 5) Your personal is not transferred to another Recipient however it may be made available to specific categories of Recipients who are authorized to do so by mandatory provisions of law.
- 6) Your personal data shall not be transferred to any third countries or any other international organisation.
- 7) Your personal data shall be kept for a period of 5 years from the date of the course, counted from January 1 of the following year from the date of completion of the service.
- 8) You have the right to access your data and the right to correct, delete, limit processing, the right to data transfer, the right to object to the processing, and the right to withdraw consent at any time without affecting the legality of the processing, which was carried out based on your consent before its withdrawal
- 9) Should you consider that the processing of your personal data is in breach with the provisions of GDPR, you have the right to lodge a complaint to the President of the Personal Data Protection Office.
- 10) Your data shall be neither processed automatically nor profiled.
- 11) According to art. 21.4 GDPR we hereby inform you that you have the right to object to the processing of your personal data. The objection should be submitted to the data protection inspector whose contact details are indicated in par. 2. Pursuant to art. 21 par. 1 of GDPR, when making an objection, please indicate the reasons related to your particular situation.