

In accordance with the requirements of the GDPR, please find below information on the scope and method of processing of your personal data.

1. Contact details for the Controller of personal data:

WW TECHNIC Sp. z o.o. Sp. k., ul. Chmielna 134, 00-805 Warszawa, e-mail address: contact@wwtechnic.com, telephone: +48 22 299 73 30

2. The purposes and scope of data processing

Item	Categories of data subjects	The scope of data processed	The purpose of processing	The legal basis for processing	The period of processing	Recipients of personal data
1a	All customers and prospects, employees of companies-customers	Full name, e-mail address, telephone number	Performance of an order	GDPR Article 6(1b) and (1f)	In accordance with tax and accounting regulations (7 years from the end of the calendar year in which the order was performed or for the period necessary to establish, assert or defend claims arising out of the performance of an order)	Personal data in invoices – Tax Office Other data are not disclosed to any third parties
1b	All customers and prospects, employees of companies-customers	Full name, e-mail address, telephone number	Direct marketing of the services provided	Written or verbal consent of the person concerned, in accordance with GDPR Article 6(1a)	Until the consent to the processing is withdrawn or the business activity is terminated by WW TECHNIC Sp. z o.o. Sp. k.	The data are not disclosed to any third parties
2	Job applicants	Full name, address and contact details, information on education and professional experience	Recruitment	Written or verbal consent of the person concerned, in accordance with GDPR Article 6(1a)	3 months from the end of the recruitment process or until the consent to processing is withdrawn (for consents given to the processing in the current and future recruitment processes)	The data are not disclosed to any third parties
3	Employees and associates	Full name, address and contact details, medical certificate, information on education and professional experience, bank account number, scans of documents (passport, ID card, medical certificates, diplomas and certificates) Other data – if necessary for the performance of service work or organisation of business trips	Implementation of the employment contract, organisation of service work and related business trips	Employment contract concluded in accordance with GDPR, Article 6(1b) (basic data) Written consent in accordance with GDPR Article 6(1a) (other data) Aviation regulations Shipbuilding regulations Law of the countries where the orders are performed	- for the period necessary to perform the contract and in accordance with the provisions of labour law (10 years from the termination of the employment relationship)	Basic data – Social Insurance Institution (ZUS), Tax Office, accounting firm Service technicians – full name and passport details – hotels, carriers, visa offices, shipyards, shipyard agents, insurers Contact details – customers and employees of companies-customers and a company providing occupational medicine services
4	Suppliers and their employees	Full name, e-mail address, telephone number	Performance of purchase orders	GDPR Article 6(1b) and (1f)	In accordance with tax and accounting regulations (7 years from the end of the calendar year in which the order was performed or for the period necessary to establish, assert or defend claims arising out of the performance of an order)	Personal data in invoices – Tax Office (in the case of inspections) Other data are not disclosed to any third parties

3. Data security:

- electronic data are processed on computers with encrypted disks, protected with a password and anti-virus software, transmitted in password-protected files,
- paper data are stored in lockable cabinets,
- all data are processed in a lockable building, secured against unauthorised access by third parties, monitored by a security agency.

4. The personal data processed are not transferred to third countries (countries outside the European Economic Area), except for the data of service technicians necessary to perform the order in these countries (data for hotel reservations, purchase of air tickets, visa applications, shipyard passes, etc.), no data are processed in an automated manner (profiling).

5. Source of data:

- received from data subjects,
- received from employers of data subjects,

6. The rights of persons whose personal data are processed

- the right to withdraw consent to the processing of personal data at any time without affecting the lawfulness of data processing until the consent is withdrawn – the consent is voluntary, but for the employees, withdrawal of their consent may involve the need to terminate the employment contract or the inability to participate in the performance of certain orders; it will not be possible to terminate the processing if the law does not permit it or in the case of ongoing establishment, exercise or defence of claims arising out of the contract
- the right to access, rectify, supplement or delete the personal data processed (subject to the above)
- the right to transfer data to another controller (subject to the above)
- the right to limit the processing of personal data
- the right to object to the processing of personal data
- the right to lodge a complaint with a supervisory authority (President of the Office for Personal Data Protection)
- the right to receive a copy of personal data processed,

7. If they have any concerns or wish to withdraw their consent to the processing – data subjects are required to contact us (contact details are provided in point 1 of this information clause).