

Dear Sir or Madame,

Due to the fact that the area of EME Aero facility in Jasionka is video-monitored and a guestbook is kept there, please be informed about the following rules for processing your personal data as part of video-monitoring (including personal images) and guestbook (name and surname, affiliated company, entry and exit times):

- 1) The controller of the personal data is EME Aero Sp. z o.o. with its registered seat in Jasionka (36-002, Poland), Jasionka 949, entered into the register of entrepreneurs kept by the District Court in Rzeszów, XII Division of National Court Register, under KRS number: 0000709341, REGON (stat. ID): 368986102, NIP (tax ID): 5170385680 (hereinafter referred to as 'Controller'). In all matters related to the processing of your personal data by EME Aero Sp. z o.o., please contact us via e-mail address [dataprotection@eme-aero.com](mailto:dataprotection@eme-aero.com), or in writing to the address of the Controller's office.
- 2) Your personal data shall be processed in order to ensure the safety of persons, protection of property and to keep secret information the disclosure of which could expose the Controller to detriment.
- 3) The personal data shall be processed in order to fulfil the purposes indicated here in above, on the basis of art. 6 item 1 letter f of the GDPR (for the purposes of the legitimate interests pursued by the Controller), whilst the Controller's legitimate interest being the basis for data processing is the need to ensure an adequate level of security at its premises, protection of property there and protection of confidential information.
- 4) Your personal data shall be, as a rule, processed for the period of:
  - a. No longer than 2 weeks since recording. In the case where the recording is evidence in a proceeding or the Controller has received a message that they can be evidence in the proceeding (e.g. judicial, preparatory, administrative, disciplinary), the period specified above is extended until the final termination of proceeding -with regard to the video-monitoring;
  - b. 5 years – with regard to the guestbook.
- 5) Your personal data may be transferred to entities that process personal data at the request of the Controller, including entities providing security services.
- 6) Your personal data shall not be transferred to a third country or international organisation.
- 7) You have the right to access your data and receive a copy, the right to rectify, delete or limit data processing, the right to raise objections and the right to transfer data. You have the right to lodge a complaint with the President of Personal Data Protection Office (2 Stawki Street, 00-193 Warsaw, Poland).
- 8) Providing your personal data is voluntary, however, without it staying at the Controller's premises is impossible.
- 9) Your personal data is not subject to automated decision making.