

GPDR - Information Obligation - for Employees

1. The administrator of your personal data is NATOM LOGISTIC SP. Z O.O. SP. K (NATOM) with its registered office in Środa Wielkopolska 63-004, at Zakładowa 4 Street, entered into the register of entrepreneurs of the National Court Register kept by the District Court Poznań - Nowe Miasto and Wilda in Poznań, VIII Commercial Division of the National Court Register under number 0000841472, NIP: PL7861702138 (hereinafter NATOM).
2. In matters related to the processing of your data by the Administrator, you can contact us using the above data or with the Data Protection Coordinator appointed by the Administrator at the email address: biuro@natom.pl.
3. Your personal data will be processed for purposes related to the conclusion and execution of the employment relationship, namely: a) conclusion and execution of the employment contract, b) fulfillment of legal obligations imposed on the Employer in connection with employment, in particular issuing referrals for initial, periodic, and control examinations, maintaining employee records, payroll processing and salary payments, processing sick leave and granted benefits, preparing and executing amendments to employment conditions, preparing termination of employment contracts, preparing and imposing disciplinary penalties, processing wage garnishments, issuing and delivering employment certificates, issuing and sending PIT documentation, preparing and delivering other documents related to the employment relationship; c) medical care or insurance protection for employees and their family members; d) additional benefits for employees and their family members (e.g., employee vacation subsidies, holiday vouchers, cinema/theater tickets, Multisport cards); e) participation in training conducted by third parties; occupational health and safety (OHS) training, preparing documentation of accidents.
4. The legal basis for the processing of your personal data is: a) the performance of a contract to which you are a party; b) the necessity to fulfill legal obligations incumbent on the Administrator, in particular arising from: the Act of 26.06.1974 - Labor Code, the Act of 13.10.1998 on the social insurance system, and the Act of 26.07.1991 on personal income tax; c) the legitimate interest pursued by the Administrator, e.g., responding to your letters and requests; d) your consent.
5. The Administrator may transfer your personal data to appropriate recipients, in particular external entities such as the Social Insurance Institution; tax offices; banks; entities cooperating in the field of legal services; entities cooperating in the field of OHS services, organization of training and conferences, trips, transport, and courier services; entities cooperating in the field of insurance protection; entities cooperating in the field of medical care; entities cooperating in the field of additional benefits (e.g., Multisport cards); entities processing personal data on behalf of and for the Administrator (e.g., accounting office, entity supervising the IT network, recruitment agencies, etc.); the Administrator's contractors (for the purpose of executing concluded contracts); entities or bodies authorized to obtain personal data under the law (including courts, prosecutors, bailiffs, regulatory and supervisory authorities).
6. The Administrator does not intend to transfer your personal data to third countries (i.e., countries outside the European Economic Area comprising the European Union, Norway, Liechtenstein, and Iceland) or to international organizations.
7. If such a need arises, the Administrator will transfer personal data, ensuring an adequate level of protection and applying appropriate legal provisions.
8. You have the right to access your personal data, rectify it, delete it, restrict its processing, and the right to data portability and to object to its processing - in cases and on the terms specified in the GDPR.
9. You also have the right to lodge a complaint with the supervisory authority - the President of the Personal Data Protection Office with its seat in Warsaw at Stawki 2, 00-193 Warsaw, if you believe that the processing of your personal data violates the provisions of the GDPR.
10. You have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of the processing of personal data carried out based on consent before its withdrawal.
11. Your personal data will be stored for the duration of the employment relationship and the mandatory period of storage of documentation related to the employment relationship and personal files after its termination, determined in accordance with separate regulations.