

# REGULATIONS ON INTERNAL REPORTING

## Information clause for the person concerned by the report, persons identified in the report

In accordance with Article 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), we inform you that:

1. The administrator of your personal data is: EXTRAL Sp z o.o., with its registered office in Zory, ul. Wygoda 2, 44-240 Zory, KRS: 0000294932, NIP: 5342375148, REGON: 141217747.
2. For the purpose of providing information regarding the processing of your personal data, we have appointed a Data Protection Officer: Ms. Bożena Krawczuk. All inquiries should be sent to the Data Protection Officer's email address: ido@extral.com.
3. Your personal data, such as name, surname, position, contact details, as well as other information indicated in the report or during the explanatory proceedings, which may include data concerning criminal convictions and offenses and special categories of personal data, including data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sexuality, or sexual orientation, will be processed for the purpose of fulfilling obligation provided by generally applicable law regarding the protection of whistleblowers in connection with the receipt of a report of a breach of law, based on Article 6(1)(c) GDPR and Article 9(2)(g) GDPR - performance of a legal obligation incumbent on the data controller.
4. Your personal data may be transferred to the provider of the reporting and case management system, the website hosting provider, the email hosting provider, an external entity authorized to receive reports, the Polish Post(Poczta Polska S.A.), and other entities authorized by law.
5. Your personal data will not be transferred to third countries.
6. Your personal data will be stored for a period of 3 years after the end of the calendar year in which , the follow-up actions were completed, or after the completion of proceedings initiated by these actions.
7. You have the right to access your personal data and the right to rectification, deletion, or restriction of processing.
8. You also have the right to file a complaint with the President of the Personal Data Protection Office , at ul. Stawki 2, 00-193 Warsaw, if you believe that the processing of personal data violates the law.
9. Your personal data will not be subject to profiling, and no automated decisions will be made based on them.