

Information regarding the processing of personal data for participants of MsTeams meetings

We inform that **Fabryka Farb i Lakierów Śnieżka Spółka Akcyjna**, company's registered office: 00-867 Warszawa, ul. Chłodna 51; mailing address: 39-207 Brzeźnica, ul. Dębicka 44, (hereinafter referred to as: "We" or "Administrator"), is the Administrator of your personal data.

For what purpose and on what basis are your data processed?

Due to the use of the ManicTime application, your image during MsTeams meetings will be captured in the form of screenshots. If you do not want us to record your image, do not turn on the webcam during the meeting.

We process your data to monitor the efficiency and use of working time of our employees and to improve the internal organization of our entity.

The basis for the processing of your personal data is your voluntary consent (Article 6, sec. 1, item of the GDPR). If you do not consent to the processing of data, do not turn on the webcam during the meeting.

We inform you that providing personal data is completely voluntary.

Who will we share your personal data with?

Your personal data will not be transferred outside our organization.

How long will we process your personal data?

Your personal data will be processed for a period of one month from the date of participation in the meeting or until you withdraw your consent to data processing.

What rights do you have?

By contacting our **Data Protection Officer** at the following e-mail address: dane.osobowe@sniezka.com you can exercise your rights, i.e.:

- the right to access to your personal data and receive the copies of personal data processed;
- the right to correct any irrelevant data;
- the right to request for deletion of data (right to be forgotten) in the case of circumstances specified in art. 17 of the GDPR;
- the right to request to limit data processing in the cases specified in art. 18 of the GDPR;
- the right to transfer the data provided, processed in an automated manner, where the legal basis for processing is consent or performance of an agreement;
- the right to lodge a complaint: you have the right to lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw, <https://uodo.gov.pl/pl/p/dla-obywatela>), if you believe that the processing of your personal data violates the provisions of the GDPR.

Contact

If you need further information related to the personal data protection or want to exercise your rights, contact us:

E-mail: dane.osobowe@sniezka.com

Fabryka Farb i Lakierów Śnieżka SA with its seat: 00-867 Warszawa, ul. Chłodna 51; mailing address: 39-207 Brzeźnica, ul. Dębicka 44