

# Privacy Policy

## I. Personal data controllers/joint controllers and personal data processing processes

1. Construction Development Center Sp. z o.o. is the data controller for the following processes:

Processing	Purpose of processing	Categories of data subjects	Type of personal data	Data retention period
<b>Debt collection</b>	The debt collection process is carried out with the aim of recovering debts for services rendered.	debtor clients, debtor client representatives	full name, taxpayer identification number (NIP), personal identification number (PESEL), company identification number (REGON), number and series of identity document, address (several, if applicable), telephone number, e-mail address, bank account number, receivables (amount of debt), judgment, payment order, court decision, file reference number	3 years from the date of recovery of the debt or the last action performed on the personal data in the debt collection process
<b>Sales</b>	The sales process is conducted in order to present the portfolio of our own products and services and to conclude a contract.	potential clients, clients	full name, address of residence or stay, PESEL, NIP, REGON, National Court Register number (KRS), telephone number, e-mail address, bank account number	6 years from the contract completion
<b>Marketing</b>	The marketing process is carried out in order to be able to present the portfolio of own products and services through dedicated communication channels.	potential clients, clients	full name, telephone number, e-mail address, postal address, PESEL, identity card number, plot numbers, Land Registry numbers	until such time as you withdraw your consent or make an objection
<b>Technical documents</b>	1. Development of design documentation, acquisition of administrative decisions. 2. Development of as-built documentation for the project.	designers, contractors, surveyors, owners of properties through which district heating installations go through, persons representing entities requiring agreement, agents	full name, position, address, telephone number, e-mail address, qualifications number, date of birth, PESEL, identity card number, parents' names, plot number, area of the plot, ownership share in the entire property	throughout the life of the property in accordance with the requirements of the Building Act

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<b>Whistleblowers</b>	Performing duties related to the protection of whistleblowers in accordance with the Whistleblower Protection Act of 14 June 2024, including receiving reports and taking follow-up action.	whistleblower, witnesses, other persons named in the report, associated person, person to whom the report relates, person assisting in making the report	full names given in the report, personal data relating to the notified breach, other personal data	The personal data and other information in the register of internal reports are retained for a period of 3 years after the end of the calendar year in which the follow-up actions were completed or the proceedings initiated by those actions are completed. Personal data processed in connection with the acceptance of a report or follow-up and documents relating to that report are retained for a period of 3 years after the end of the calendar year in which the external report was submitted to the public authority competent to take follow-up action or the follow-up action was completed, or the proceedings initiated by those actions are completed.
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2. The joint controllers of personal data in the Veolia Group in Poland are the following companies:

Name/Veolia Company business name	Veolia Company abbreviated name	Regional Company
Veolia Energia Polska S.A. with its registered office in Warsaw, address: ul. Puławska 2, 02-566 Warsaw, KRS: 0000006129	VPOL	No
Veolia Centrum Usług Wspólnych Sp. z o.o. with its registered office in Poznań, address: ul. Energetyczna 3, 61 -016 Poznań, KRS: 0000261026	VCUW	Yes
Veolia Energia Warszawa S.A. with its registered office in Warsaw, address: ul. Stefana Batorego 2, 02-591 Warsaw, KRS: 0000146143	VWAW	Yes
Veolia Term S.A. with its registered office in Warsaw, address: ul. Puławska 2, 02-566 Warsaw, KRS: 0000071545	VTERM	Yes
Veolia Energia Poznań S.A. with its registered office in Poznań, address: ul. Energetyczna 3, 61 -016 Poznań, KRS: 000020765	VPOZ	Yes
Veolia Energia Łódź S.A. with its registered office in Łódź, address: ul. Jadzi Andrzejewskiej 5, 92-550 Łódź, KRS: 0000041013	VLOD	Yes
Veolia Industry Polska Sp. z o.o. with registered office in Poznań, address: Al. Solidarności 46, 61-696 Poznań, KRS: 0000224818	VIND	Yes
Veolia Północ Sp. z o.o. with its registered office in Świecie, address: ul. Ciepła 9, 86-105 Świecie, KRS: 0000111425	VPLN	Yes
Veolia Południe Sp. z o.o. with its registered office in Tarnowskie Góry, address: ul. Zagórska 173, 42-600 Tarnowskie Góry, KRS: 0000212092	VPLD	Yes
Veolia Wschód Sp. z o.o. with its registered office in Zamość, address: ul. Hrubieszowska 173, 22-400 Zamość, KRS: 0000049465	VWSCH	Yes
Veolia Zachód Sp. z o.o. with its registered office in Wrocław, address: ul. Powstańców Śląskich 28/30, 53-333 Wrocław, KRS: 0000021724	VZACH	Yes
Veolia Szczytno Sp. z o.o. with its registered office in Szczytno, address: ul. Solidarności 17, 12-100 Szczytno, KRS: 0000308650	VSZCZ	Yes
Veolia Polska Foundation with its registered office in Warsaw, address: ul. Puławska 2, 02-566 Warsaw, KRS: 0000567458	VFUN	Yes
Przedsiębiorstwo Wodociągów i Kanalizacji Sp. z o.o. with its registered office in Tarnowskie Góry, address: ul. Opolska 51, 42-600 Tarnowskie Góry, KRS: 0000069696	PWiK	Yes
Veolia EKOZEC Sp. z o.o. with its registered office in Poznań, address: ul. Energetyczna 7A, 61-017 Poznań, KRS: 0000043846	EKOZEC	Yes
Construction Development Center Sp. z o.o. with its registered office in Poznań, address: ul. Energetyczna 7A, 61-017 Poznań, KRS: 0000153715	CDC	Yes
PEC Wągrowiec Sp. z o.o. with its registered office in Wągrowiec, address: ul. Jeżyka 52, 62-100 Wągrowiec, KRS: 0000034074	VWAG	Yes

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Veolia Energy Contracting Poland sp. z o.o. with its registered office in Warsaw, ul. Puławska 2, 02-566 Warsaw, KRS: 0000374958	VECP	Yes
Veolia Mała Kogeneracja Warszawa Sp. z o.o., ul. Stefana Batorego 2, 02-591 Warsaw, KRS 0000796617	VMKW	Yes
Veolia Mała Kogeneracja Warszawa 1 Sp. z o.o., ul. Stefana Batorego 2, 02-591 Warsaw, KRS 0001045921	VMKW 1	Yes
Veolia Mała Kogeneracja 1 Sp. z o.o., ul. Puławska 2, 02-566 Warsaw, KRS 0000949477	VMK1	Yes
Veolia Mała Kogeneracja 2 Sp. z o.o., ul. Puławska 2, 02-566 Warsaw, KRS 0001025934	VMK2	Yes
Veolia Mała Kogeneracja 3 Sp. z o.o., ul. Puławska 2, 02-566 Warsaw, KRS 0001039915	VMK 3	Yes
Veolia Small CHP 1 Sp. z o.o., ul. Puławska 2, 02-566 Warsaw, KRS 0001023722	VSCHP1	Yes
Veolia Small CHP 2 Sp. z o.o., ul. Puławska 2, 02-566 Warsaw, KRS 0001026649	VSCHP2	Yes
Veolia ESCO Polska Sp. z o. o., ul. Puławska 2, 02-566 Warsaw, KRS: 0000834391	VESCO	Yes
Veolia Woda Polska Sp. z o. o., ul. Puławska 2, 02-566 Warsaw, KRS: 0001105122	VWODA	Yes

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3. Personal data are jointly controlled to the following extent:

Name of the processing to which the joint control relates	Jointly identified purpose of processing for joint control	Categories of data subjects	Type of personal data to be jointly controlled	Jointly defined data retention period in joint control	Joint controllers
<p><b>Joint control process No. 1 – Employees and Associates</b></p>	<p>The process involves the management or supervision of employees/associates from group level, including support in employee appraisal processes (e.g. in order to propose new positions, promotions and career paths within the group) and employee training; support for internal recruitment processes; administration of salaries and employee benefits managed at group level, including employee shares, insurance; management of IT systems used to support group employees and the internal network, including information protection (applications, e-mail, portable data carriers, computer network, internal network); organisation of and support for reorganisation and restructuring processes carried out within the group, personnel unions, successions; other processes managed at group level, including for internal, administrative, statistical purposes, litigation, internal audit and control systems, and supervision of subsidiaries with regard to employee matters.</p>	<p>Employees and associates</p>	<p>Personal data related to the establishment, execution and termination of the employment/cooperation relationship managed from the group level, including identification data (first name, middle name, last name, last names changed, PESEL), contact or address details (residential address, business address, telephone number, e-mail address), data concerning education or professional qualifications (certificates, courses, further training, education, language skills, experience or areas of professional specialisation, technical skills), history of employment (positions, promotions, length of service, performance appraisal, recognition and commendation, disciplinary procedures and reprimands, employee references) or cooperation (period, subject or area), data related to legal obligations, including labour, tax, financial, social security or social protection law , bank account number, place of birth, military service, family status, competence of the tax office or ZUS, remuneration), termination of employment or cooperation (reason for termination, course of cooperation); data on children of the employee and other members of their immediate family, if the provision of such data is necessary due to the employee exercising special rights provided for in the labour law; personal data of former employees, to the extent that the applicable provisions of law require the retention of data; data necessary for the performance of tasks under the Act on the Company Social Benefits Fund, including identification data, the content of applications or notifications, and data contained therein (e.g. including earnings, family status, etc.).</p>	<p>10 years for employees hired as of 2019-01-01 and 50 years for other employees, and for the remainder for a period of 3 years, unless specific provisions provide for different data retention periods</p>	<p>VPOL with each of the Regional Companies separately</p>

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<p><b>Joint control process No. 2 – Internal Communication/Expert Database</b></p>	<p>The process includes the conduct and management of internal communication, the organisation of a database of experts and the implementation of projects from the group level, including the organisation of contact within the group companies (intranet, common address book), the organisation of events or platforms for the exchange of experiences and educational activities (newsletter, trade fairs, competitions, external training, internal or external training), the identification of persons with specific or specialised competences (expert database), the implementation of projects from the group level within the framework of personal links or joint ventures, including their organisation and coordination (communication, booking management), excluding services provided between companies on the basis of separate agreements.</p>	<p>Employees and associates</p>	<p>Personal data related to communication, project implementation and education managed from group level, including identification and contact details (full name, e-mail address, telephone number), data on education or professional qualifications (certificates, courses, further training, education, language skills, experience or areas of professional specialisation, technical skills), project experience in the Veolia Group companies, place of employment/cooperation, position, length of service, current involvement in educational, training or competition activities organised by group companies.</p>	<p>10 years from the end of the calendar year in which the employment relationship is terminated or expires for employees hired as of 2019-01-01, and 50 years for other employees, and otherwise for a period of 3 years, unless specific provisions stipulate different data retention periods</p>	<p>Veolia companies</p>
<p><b>Joint control process No. 3 – Recruitment</b></p>	<p>The process involves the management or supervision of recruitment from group level, including the identification of staff/cooperation needs (analysis of the current staff/cooperation structure), management of external recruitment systems or services (addition of advertisements, offers, job descriptions, requirements, qualifications, information clauses), management of internal IT systems for recruitment and information protection (internal network), verification of candidates' formal criteria, pre-selection of candidates (compatibility of applications/CVs in terms of position, competences, education), management and organisation of the further recruitment process in the respective group company.</p>	<p>Employees and associates</p>	<p>Personal data related to the recruitment process, including identification data (first name, middle name, last name, changed last names), contact or address details (address of residence, business address, telephone number, e-mail address), education or professional qualification data (certificates, courses, further training, education, language skills, experience or areas of professional specialisation, technical skills), employment history (positions, promotions, length of service, performance appraisals, recognitions and commendations, disciplinary procedures and reprimands, employee references) or cooperation (period, subject or area).</p>	<p>For the duration of the recruitment, and for up to 3 years after the end of the recruitment in the event of a legitimate interest to protect against claims related to the recruitment )</p>	<p>VPOL with each of the Regional Companies separately</p>

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<p><b>Process</b> <b>Joint control process No. 4</b> <b>– Job Candidate Database</b></p>	<p>The process involves maintaining and managing a database of job candidates who have sent an application but they have not been recruited or who have given their consent to the processing of their personal data for future recruitment processes.</p>	<p>Job applicants/associate applicants</p>	<p>Personal data related to the recruitment process, including identification data (first name, middle name, last name, changed last names), contact or address details (address of residence, business address, telephone number, e-mail address), education or professional qualification data (certificates, courses, further training, education, language skills, experience or areas of professional specialisation, technical skills), employment history (positions, promotions, length of service, performance appraisals, recognitions and commendations, disciplinary procedures and reprimands, employee references) or cooperation (period, subject or area).</p>	<p>A period of 12 months from the date of submission of the application or until consent is withdrawn (whichever comes first)</p>	<p>ia companies</p>
<p><b>Joint control process No. 5</b> <b>– Compliance</b></p>	<p>The process includes the management or supervision of compliance and quality standards within the Veolia group of companies, including supplier relations (supply chain compliance, regulatory compliance), mechanisms necessary to ensure that Veolia group companies comply with provisions of law, internal regulations and ethical principles, compliance with competition law regulations, minimisation of risks associated with the business activities of Veolia group companies, handling of disputes, conducting internal audits and controls, ensuring the economic security of the Veolia group, internal compliance of the Veolia group.</p>	<p>Employees/associates of Veolia group companies in Poland, contractors, suppliers, visitors.</p>	<p>Identification data (first name, last name, position, place of employment, name of business activity (company), documentation of investigations or supervisory proceedings,</p>	<p>Contact data will be deleted after 1 year from the completion of the investigation, unless a longer retention period is provided for by applicable law</p>	<p>VPOL with each of the Regional Companies separately</p>
<p><b>Joint control process No. 6</b> <b>– Customer service</b></p>	<p>The process includes the supervision of Veolia Companies, conducting internal audits and controls, coordinating activities between Veolia Companies, ensuring business continuity towards the external customer, crisis management in relation to customer service processes.</p>	<p>Customers of Veolia Companies with whom contracts have been concluded for the provision of services, including heat sales, other related services or orders, their representatives, board</p>	<p>Personal data identifying the customer, including first name, last name, address of registered office, residence or stay, PESEL, NIP, REGON, KRS, CEiDG), contact details, including telephone number, fax number, e-mail address, data related to settlements, including bank account number (if using direct debit or electronic payment means), invoices, contracts, meters and readings, and other documents related to customer service, including applications,</p>	<p>Duration of the contract and for a period of 6 years from the termination of the contract</p>	<p>VPOL with each of the Regional Companies separately</p>

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		members, property administrators, tenants, people reporting failures and contact persons	complaints, balance information		
<b>Joint control process No. 7 – Enquiries and Correspondence Handling</b>	The process includes the management and handling of traditional and electronic correspondence: by e-mail, through contact forms and also through the call centre.	Persons addressing enquiries, requests or other submissions to Veolia group companies	Identification data, including: first name, last name, address of residence; contact details, including: e-mail address, telephone number, fax number, postal address and content of communication, including content of enquiry, request or other communication and response content	As a general rule, for 1 year after receipt of the correspondence, and for a period of 6 years if the correspondence relates to claims against Veolia Company	Veolia companies
<b>Joint control process No. 8 – Suppliers and Contractors Database</b>	The process involves managing and maintaining a database of cooperating or potential suppliers of services, equipment and materials for the execution of procurement procedures aimed at finding and selecting the best contractors and suppliers, including sending requests for tenders, invitations to tender and carrying out the supplier selection process	Cooperating or potential suppliers or contractors and their representatives and contact persons	Identification data of suppliers and contractors, in the case of natural persons – first name, last name, address of residence or correspondence, PESEL, REGON, number and series of identity card, and in the case of sole proprietorship additionally name (business name) and address of conducted business, contact details, including telephone number, fax number or e-mail address, identification and contact details of suppliers' and contractors' representatives and contact persons, including telephone number, fax number, e-mail address, and other data contained in the tenders or required for tender procedures, including price lists, certificates, information from the CEiDG or KRK registers, information about the supplier's or contractor's business activity.	Personal data will be stored until the data are no longer useful or until an objection is lodged. In the case of data of suppliers and contractors involved in the process of selecting a supplier or contractor, the data may be stored in accordance with the internal purchasing procedure	Veolia companies
<b>Joint control process No. 9 – Insurance handling</b>	The process involves the supervision or management of Veolia Companies in handling insurance claim settlements from natural persons, including participation in the proceedings at the stage of identification of claims, collection, completion and transmission of documentation and making decisions on the application, settlement, appeal or other decisions related to the conduct of claims proceedings, including decisions on the payment and amount of compensation, possible refusal to pay,	Natural persons making claims, representatives of parties in proceedings concerning claims, representatives of insurers, adjusters, representatives of insurance brokers	Contact and identification data of persons appearing in the insurance handling process, including first name, last name, correspondence address, telephone number, e-mail address, and additionally, as regards the person claiming compensation, data relating to the claim or relevant to the proceedings, including information about the claim, correspondence conducted in the proceedings, documentation of the claim, decision of the pension authority; as regards other persons: place of work, position or function held, powers or competences, other documents in the case.	For a period of 6 years following a decision to pay or refuse to pay compensation	VPOL with each of the Regional Companies separately

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	and in the scope related to the selection or determination of insurance conditions for Veolia Group companies, as well as in the implementation of the above purposes, contact with brokers, insurers, adjusters or other representatives of the parties in the claim settlement proceedings				
<b>Joint control process No. 10 – Projects</b>	The process involves the running of joint projects between Veolia group companies for services, market research or brand promotion activities, including the development, maintenance or expansion of infrastructure/network, implementation of local initiatives, education, brand promotion.	Employees, associates of Veolia companies, external project participants, including those representing project stakeholders	Data related to the specifics of the project in question, including identification data, including first name, last name, place of employment or entity represented; contact details, including e-mail address, telephone number, fax number, address of residence or postal address	For the duration of the project and thereafter until the statute of limitations for claims relating to the project has expired	Veolia Group companies involved in a specific Project
<b>Joint control process No. 11 – Database of Journalists</b>	The process involves managing and maintaining a database of journalists for the purpose of providing information on Veolia Companies, including their activities or projects, as well as building reputation and media, promotional, business and marketing relations	Journalists, editors, columnists, reporters of traditional and electronic media	Personal data in the form of first name, last name, e-mail address, telephone number or other information related to the place of employment/activity (e.g. name of the newspaper, portal, as well as the job title of the person)	Personal data will be stored until it is no longer useful or until an effective objection is lodged	Veolia companies
<b>Joint control process No.12 – IT Systems Security</b>	The process involves managing or supervising the provision of cyber security and crisis management to the Veolia group, including: monitoring employee activity on the ICT network, managing business continuity at the level of the Veolia group companies in Poland, ensuring information security.	Employees/associates of Veolia group companies in Poland	Data contained in system logs, mail monitoring and concerning computer network monitoring	Personal data will be retained until it is no longer useful, unless the applicable provisions of law specifies a retention period	VPOL with each of the Regional Companies separately

3. The main content of the arrangements in the joint control agreement can be inspected at <https://www.veolia.pl/politvka-prywatnosci>.
4. The Data Protection Officer of the above entities is the person available at the following address [inspektor.pl.vpol@veolia.com](mailto:inspektor.pl.vpol@veolia.com).
5. The processing of personal data is carried out in accordance with the principles set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter: GDPR), the Act of 18 July 2002 on the provision of services by electronic means (Journal of Laws of 2002 no. 144, item 1204, as amended), the Act of 16 July 2004. Telecommunications Law (Journal of Laws of 2004 no. 171, item 1800, as amended), the Act of 10 April 1997 Energy Law (Journal of Laws of 1997 no. 54, item 348, as amended), the Act of 26 June 1974 Labour Code (Journal of Laws of 1974 no. 24, item 141, as amended), the Act of 11 March 2004 on Goods and Services Tax (Journal of Laws of 2004 no. 54, item 535, as amended), the Act of 29 September

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1994 on accounting (Journal of Laws of 1994 no. 121, item 591), the Act of 15 September 2000 Commercial Companies Code (Journal of Laws of 2000 no. 94, item 1037, as amended), the Act of 29 January 2004 Public Procurement Law (Journal of Laws of 2004 No. 19, item 177, as amended), the Act of 7 July 1994 Construction Law (Journal of Laws of 1994 no. 89, item 414, as amended), Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of whistleblowers.

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## II. Legal grounds for processing, requirement to provide and recipients of personal data, transfer outside the EEA

1. The legal basis for the processing of personal data (GDPR) and the recipients in the case of the individual processes managed by Construction Development Center Sp. z o.o. are:

Process	Debt collection	Sales	Marketing	Technical documentation	Whistleblowers
<b>Legal basis for processing</b>	Article 6(1)(b), (c) and (f)	Article 6(1)(b) and (f)	Article 6(1)(a) and (f)	Article 6(1)(c) and (f)	Article 6(1)(c) and (f)
<b>Recipients of data</b>	courier, postal, IT, legal services providers, Veolia group companies	courier, postal, IT, legal services providers, Veolia group companies including Veolia Energy Contracting Poland sp. z o. o.	courier, postal, IT, legal services providers, Veolia group companies including Veolia Energy Contracting Poland sp. z o. o.	Contractors or Potential Contractors of the proposed construction works, Entities agreeing the design documentation, personal data contained in the technical designs may be published on the Internet.	IT service providers, Veolia Energia Polska S.A.

Where the processing of personal data takes place on the basis of Article 6(1)(c), the provision of personal data is obligatory and follows from the law, while where the processing of personal data takes place on any other legal basis, the provision of personal data is voluntary. It may be impossible to carry out the activity defined in the process in case of a refusal to voluntarily provide personal data.

2. The legal basis for the processing of personal data (GDPR) and the recipients in the case of the individual processes jointly controlled by Construction Development Center Sp. z o.o. are:

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Process	Joint control process No. 1 – Employees and Associates	Joint control process No. 2 – Internal Communication/Expert Database	Joint control process No. 3 – Recruitment	Joint control process No. 4 – Job Candidate Database	Joint control process No. 5 – Compliance	Joint control process No. 6 – Customer service
<b>Legal basis for processing</b>	Article 6(1)(a), Article 6(1)(b), Article 6(1)(c), Article 6(1)(f), Article 9(2)(b)	Article 6(1)(f)	Article 6(1)(a), (b) and (f)	Article 6(1)(a)	Article 6(1)(c) and (f)	Article 6(1)(b), (c) and (f)
<b>Recipients of data</b>	contractors, courier, postal, IT, legal, digital signature service providers, Veolia group companies	courier, postal, IT, legal service providers, Veolia group companies	courier, postal, IT and legal service providers	courier, postal, IT and legal service providers	courier, postal, IT and legal service providers	couriers, post (Poczta Polska), entities cooperating with the Controller for the purposes of property management services

Process	Joint control process No. 7 – Enquiries and Correspondence Handling	Joint control process No. 8 – Suppliers and Contractors Database	Joint control process No. 9 – Insurance handling	Joint control process No. 10 – Projects	Joint control process No. 11 – Database of Journalists	Joint control process No.12 – IT Systems Security
<b>Legal basis for processing</b>	Article 6(1)(b), (c) and (f)	Article 6(1)(b), (c) and (f)	Article 6(1)(c), (d) and Article 9(2)(f)	Article 6(1)(f)	Article 6(1)(f)	Article 6(1)(f)
<b>Recipients of data</b>	courier, postal, IT, legal service providers	courier, postal, IT, legal services providers, Veolia group companies	brokers, insurers, postal, courier, accounting, legal, IT, banking service providers	courier, postal, IT and legal service providers	courier, postal, IT, PR service providers	IT, legal service providers

Where the processing of personal data takes place on the basis of Article 6(1)(c), the provision of personal data is obligatory and follows from the law, while where the processing of personal data takes place on any other legal basis, the provision of personal data is voluntary. It may be impossible to carry out the activity defined in the process in case of a refusal to voluntarily provide personal data.

- Personal data may be transferred to third countries (outside the European Economic Area), in particular in connection with Controller’s use of global IT solutions. The data may be transferred to third countries for which the European Commission has issued an adequacy decision. For third countries in respect of which such a decision has not been issued, the transfer of data may be carried out each time subject to one of the solutions aimed at ensuring an adequate level of data protection referred to in Chapter V of the GDPR. Information on the safeguards referred to in the preceding sentence may be obtained by contacting the Data Protection Officer at the contact details given in Section I(4).

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## III. Rights of the data subject

1. Any data subject may exercise the following rights under the GDPR:
  - a) the right of access – to obtain confirmation from the controller as to whether their personal data are being processed. If data about a person are processed, they have the right to access and obtain the following information: the purposes of the processing, the categories of personal data, information about the recipients or categories of recipients to whom the data have been or will be disclosed, the duration of data retention or the criteria for determining it, the data subject's right to request rectification, erasure or restriction of the processing of personal data and to object to such processing (Article 15 of the GDPR);
  - b) the right to obtain a copy of the data – to obtain a copy of the data being processed, with the first copy being free of charge and for subsequent copies the controller may charge a reasonable fee based on administrative costs (Article 15(3) of the GDPR);
  - c) the right of rectification – to request the rectification of personal data concerning the data subject which is inaccurate or the completion of incomplete data (Article 16 of the GDPR);
  - d) the right to erasure – to request the erasure of their personal data where the controller no longer has a legal basis for the processing or the data are no longer necessary for the purposes of the processing (Article 17 of the GDPR);
  - e) the right to restrict processing – to request the restriction of the processing of personal data (Article 18 of the GDPR) when:
    - the data subject questions the accuracy of the personal data, for a period allowing the controller to verify the accuracy of the data;
    - the processing is unlawful and the data subject objects to the erasure by requesting a restriction of use;
    - the controller no longer needs the data, but they are needed by the data subject to establish, assert or defend a claim;
    - the data subject has objected to the processing – until it is established whether the legitimate grounds on the part of the controller override the grounds of the data subject's objection;
  - f) the right to data portability – to receive in a structured, commonly used machine-readable format the personal data concerning the data subject which they have provided to the controller, and to request that these data be sent to another controller where the data are processed on the basis of the data subject's consent or an agreement with them and where the data are processed by automated means (Article 20 of the GDPR);
  - g) the right to object – to object to the processing of their personal data for the legitimate purposes of the controller on grounds relating to their particular situation, including profiling. The controller then assess the existence of compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subjects or grounds for the establishment, exercise or defence of claims. If, according to the assessment, the interests of the data subject outweigh the interests of the controller, the controller is obliged to stop processing the data for those purposes (Article 21 of the GDPR).
2. In order to exercise the aforementioned rights, the data subject should contact us using contact details of the Controller provided in Section I(2) or contact details of the Data Protection Officer provided in Section I(2), and inform them of the right the data subject wishes exercise and to what extent.
3. Every data subject has the right to lodge a complaint with the President of the Personal Data Protection Office if they consider that the processing of personal data violates the provisions of the GDPR.

The President of the Personal Data Protection Office can be contacted as follows:

  - a) by post: ul. Stawki 2, 00-193 Warsaw
  - b) via the electronic mailbox available at: <https://www.uodo.gov.pl/pl/p/kontakt>
  - c) by telephone via the Office's helpline: 606 950 000
4. You may withdraw your consent to the processing of your personal data by sending information to the Data Protection Officer: [inspektor.pl.vpol@veolia.com](mailto:inspektor.pl.vpol@veolia.com).

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### III. Information on the processing of personal data at [www.cdc-instalacje.pl](http://www.cdc-instalacje.pl)

1. You can read information on cookies, about how information about visitors to the website is collected, used and shared [www.cdc-installations.pl](http://www.cdc-installations.pl) can be viewed [here](#)
2. Information on the processing of personal data of visitors and users of the [www.cdc-instalacje.pl](http://www.cdc-instalacje.pl) website can be found [here](#).