

**KDPW\_CCP S.A. Privacy Policy**

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**I General**

1. KDPW\_CCP S.A. (“KDPW\_CCP”) attaches special attention to the protection of natural persons with regard to the processing of personal data.
2. The KDPW\_CCP S.A. Privacy Policy (“Policy”) provides a transparent presentation of the objectives, legal basis and other relevant information on the processing of different categories of personal data (described in section III below), which gives interested parties adequate access to information concerning the protection of their privacy.
3. KDPW\_CCP has not appointed a data protection officer within the meaning of Articles 37-39 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, “GDPR”) due to the following:
  - 1) KDPW\_CCP is not a public authority or body referred to in Article 37(1)(a) of the GDPR;
  - 2) KDPW\_CCP does not execute processing which would require the monitoring of data subjects;
  - 3) KDPW\_CCP does not process on a large scale the special categories of personal data referred to in Article 9(1) or personal data relating to criminal convictions and offences referred to in Article 10 of the GDPR.
4. The Personal Data Protection Officer is responsible for the co-ordination of personal data protection in KDPW\_CCP and may be contacted at [bb@kdpw.pl](mailto:bb@kdpw.pl).
5. KDPW\_CCP reviews this policy at least on an annual basis.

## II Security of processing

1. Security of personal data processing in KDPW\_CCP is a part of the comprehensive information security management system comprised of a set of policies, rules and procedures, processes, technical and organisational solutions designed to ensure the adequate level of confidentiality, integrity and availability of processed information.
2. The KDPW\_CCP information security management system is closely integrated with the operational risk management system, which includes without limitation an analysis of risks involved in infringements of rights of natural persons who are data subjects and the implementation of appropriate technical and organisational measures for the protection of data on that basis.
3. KDPW\_CCP has in place a business continuity system which is a set of solutions that ensure the continuity or recovery of critical business processes in the event of a failure or other contingency, preventing loss of processed data.
4. Information security (including personal data protection), operational risk and business continuity are reviewed on a regular basis and tested to check their adequacy and effectiveness; they are also taken into account when designing new solutions and establishing new projects in data processing.
5. Personal data processed by KDPW\_CCP are in part subject to professional secrecy within the meaning of the Act on Trading in Financial Instruments of 29 July 2005, which imposes the obligation of protecting professional secrecy directly on persons sitting on the statutory bodies of KDPW\_CCP, persons in an employment relationship, under a mandate or in another similar legal relationship with KDPW\_CCP, and persons in such relationship with entities which provide services to KDPW\_CCP.

## III Categories of personal data

1. The following subsections describe the categories of personal data processed in KDPW\_CCP (except for data of KDPW\_CCP employees and members of its statutory bodies).
2. **The controller** of the personal data described below is **KDPW\_CCP S.A.** with its registered office in **Warsaw** (00-498), address: **ul. Książęca 4 lok. 6089A**, entered in the business register maintained by the District Court of Warsaw, 12<sup>th</sup> Commercial Division of the National Court Register, entry no. **KRS 0000357452**.
3. Under an **entrustment agreement** executed in the framework of co-operation within the KDPW Group, **Krajowy Depozyt Papierów Wartościowych S.A. ("KDPW")** acting as **processor** also processes personal data for which KDPW\_CCP (KDPW's subsidiary) is the controller.
4. KDPW\_CCP may keep personal data for the period of time necessary for the purposes for which the personal data are processed and, unless otherwise specified below, for a **period not shorter than 10 years** required by laws concerning the retention of records of KDPW\_CCP's services and business. The period of 10 years may be extended if data retention is necessary for the establishment or exercise of claims related to the provision of services in which data are processed and for the defence against such claims. The period of 10 years runs from the date of termination of the legal relationship under which KDPW\_CCP obtains personal data. In the case of a pending dispute, litigation or other proceedings, the period of retention of personal data runs from the date of the legally valid resolution of the dispute and, in the event of multiple proceedings, the legally valid resolution of the last proceedings, in whatever form, unless the legislation provides for a longer period of data retention or a longer period of limitation of rights or claims concerned by the proceedings.

**III.1. Personal data of representatives of KDPW\_CCP's contractors**

1. KDPW\_CCP processes personal data of representatives of its contractors and natural persons conducting business activity, including the following subcategories:
  - 1) data of persons acting on behalf of KDPW\_CCP's contractors recorded in powers of attorney, authorisations, declarations and other similar documents which confirm the powers of such persons to do certain things;
  - 2) data of persons obtained from publicly available sources (KRS or CEIDG) for purposes similar to those referred to in (1);
  - 3) contact data recorded in business cards, email message footers and websites for the purposes of communicating with such persons as required by co-operation with KDPW\_CCP (in general, these include the following types of data: full name, position, company name and address, business phone number, business email address).
2. The processing of personal data referred to in point 1 is based on legitimate interest of KDPW\_CCP in its business activity.
3. KDPW\_CCP does not use automated processing of personal data referred to in point 1.

**III.2. Personal data in accounting documents**

1. KDPW\_CCP processes data of natural persons, including natural persons conducting business activity, recorded in bills and invoices issued by such persons to KDPW\_CCP and invoices issued by KDPW\_CCP to such persons.
2. The processing of personal data referred to in point 1 is based on a contract to which the natural person is a party.
3. The scope of personal data for accounting purposes includes: full name, address of residence, tax identifier (NIP).

**III.3. Employee recruitment**

1. KDPW\_CCP processes data of persons who present their job offers to KDPW\_CCP.
2. The processing of personal data referred to in point 1 is based on the consent of the data subject.
3. KDPW\_CCP keeps data of job candidates only for the period of time necessary to complete recruitment.

**III.4. Correspondence register**

1. KDPW\_CCP processes data of persons who contact it by traditional mail or send official correspondence by email and keeps contact data provided by such persons in the correspondence register. Such data are used for the purposes of responding and retaining records of business, including in the event of circumstances such as complaints and proceedings handled by competent supervisory authorities.
2. The processing of personal data referred to in point 1 is based on legitimate interest of KDPW\_CCP in its business activity.
3. The scope of personal data kept in the correspondence register includes: full name, mailing address or email address.

**III.5. Data of persons visiting KDPW\_CCP offices**

1. KDPW\_CCP processes data of persons entering offices used by KDPW\_CCP as follows:

- 1) offices are covered by security measures including a monitoring (CCTV) system whose cameras may record the image of persons moving within KDPW\_CCP offices;
  - 2) the full name of a person entering KDPW\_CCP offices who is not a KDPW\_CCP employee is entered in the guest book.
2. The processing of personal data referred to in point 1 is based on legitimate interest of KDPW\_CCP related to physical security of its offices.
  3. CCTV recordings and documentation containing the names of guests are stored securely and used only in exceptional cases where an incident needs to be investigated. KDPW\_CCP does not automatically process such data.
  4. As processor of personal data referred to in this subsection acting on behalf of KDPW\_CCP, KDPW outsources the processing to a licensed company responsible for the security of KDPW and KDPW\_CCP offices.

### **III.6. Data processed in electronic communication (including cookies)**

1. KDPW\_CCP processes the following data which constitute or may in specific cases constitute information concerning an identified or identifiable natural person:
  - 1) data of natural persons logging in a separated part of the KDPW\_CCP website (full name, email address – business address by default, company name and address, position);
  - 2) email addresses of senders of messages sent to addresses in the internet domain used by KDPW\_CCP, stored on email servers;
  - 3) IP addresses of computers and other devices in ICT networks, recorded in IT system logs, including in relation to visits on websites in the internet domain used by KDPW\_CCP;
  - 4) data in cookies, i.e., small text files placed on computers and other devices when their users visit websites.
2. The processing of personal data referred to in point 1 is based on legitimate interest of KDPW\_CCP related to the adequate functionality and ICT security of IT systems supporting the operation of KDPW\_CCP. In addition, the processing of data referred to in point 1(1) above is based on the consent of the data subject.
3. The following should be noted with respect to KDPW\_CCP's processing of data using cookies:
  - 1) in general, two types of cookies may be used:
    - a) session cookies – stored on the user's end device for the time of visiting an online service, typically from the time of logging in the service to the time of logging out or leaving the website;
    - b) persistent cookies – used on the user's end device for a period of time defined in cookie parameters unless deleted earlier by the user;
  - 2) users of computers have, in general, full control of the storage of cookies on their devices and may do the following:
    - a) delete cookies placed on the computer after visiting a website, for instance using the browsing history option or another similar functionality of the web browser (this could cause loss of personalised settings of the user in services which do not require the user to log in at each time);
    - b) disable/block cookies permanently in the web browser (this could result in restrictions of the use of certain websites, in particular websites which require the user to log in and websites which give access to personalised content);
  - 3) KDPW\_CCP websites use cookies only for the following purposes:
    - a) enabling the user to open a logged-in session in available online applications as a necessary element of the operation of the services (for the purposes of giving access to data and operations to authorised persons only);

- b) administering of available online services by means of Google Analytics tools which support the analysis of traffic statistics of the services based on files which do not enable user identification (for more information please visit <https://www.google.com/analytics/learn/privacy.html?hl=pl>).

#### **IV Rights of KDPW\_CCP's data subjects**

1. Pursuant to the GDPR, every person whose data are processed by KDPW\_CCP as controller has the right to access such data, the right to rectification or deletion of data, the right to limitation of processing, the right to portability, the right to object and the right to withdraw his or her consent at any time without affecting the lawfulness of processing (if processing is based on consent) based on consent before its withdrawal.
2. To enforce the rights referred to in point 1 above, KDPW\_CCP may be contacted by email at [bb@kdpw.pl](mailto:bb@kdpw.pl). KDPW\_CCP will reply to a request concerning enforcement of rights of a natural person within one month of receipt. In the event of reasonable doubt about the identification of the person filing the request, KDPW\_CCP may request additional information necessary to confirm the identity of such person.
3. Any person may lodge a complaint with the competent authority responsible for personal data protection in the Republic of Poland if such person decides that KDPW\_CCP's processing of his or her personal data infringes the applicable data protection regulations.