

**Regulations of video monitoring and access control  
at Chemar Rurociągi Sp. z o.o.  
of 03/01/2019**

1. The Regulations define the goals and principles of operation of the video monitoring system and access control in the Company, as well as the possibilities of sharing the collected data.
2. The administrator of data processed by the video monitoring system is Chemar Rurociągi Sp. z o.o. located in Kielce at ul. Olszewskiego 6.
3. The vision (image) from the cameras of the monitoring system and the registration of movement events within the Company premises with the use of a personal proximity card are subject to registration and saving on the hard drive.
4. The image recorded as a result of video monitoring system is intended only to increase the safety of employees, protect property and enable the detection of behaviour harmful to the employer/company, employees or exposing the employer/company to losses and will not be used for any other purpose.
5. The 24/7 video monitoring system covers the area around the Company's buildings and the following rooms/spaces inside the buildings:
  - a. Production halls No.1 and No.2
  - b. staircases on the ground floor of administrative buildings No.1 and No.2
  - c. external warehouses located at production halls No.1 and No.2.
6. On the premises of the Company there are also designated access zones subject to monitoring via the UNI-KD IT system:
  - a. Free access zone - an area not subject to special control in which all employees and third parties have the right to move freely,
  - b. Restricted access zones - areas limited by technical security measures, to which only authorized persons, possessing appropriate personal proximity cards, have access, as well as areas where third parties may enter only with the assistance of an authorized employee of the Company.
7. Documents authorizing access to the restricted access zones:
  - a. The basis for entering and remaining on the premises of the Company is a proximity card
  - b. A personal proximity card is an employee identity document, the use of which is equal to submission of a personal signature.
  - c. Each third person staying on the premises of the Company is obliged to carry an

individual proximity card in a visible place (if such a card has been assigned to him/her)

- d. Only proximity cards prepared and authorized by the Human Resources, Payroll and Training Department are valid on the Company's premises,
- e. The following types of cards are in use on the Company's premises:
  - „Employee”,
  - „Associate”,
  - „Guest”.
8. At the entrances to the Company's buildings (main and side entrance to the administrative buildings, entrance to the production hall No.1 and No.2) there are signs with information that the facility is monitored and with the following clause:

*Pursuant to Article 13 of Regulation of the European Parliament and the Council of the European Union of 27th April 2016 on the protection of individuals with regard to the processing of personal data and on the free exchange of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: GDPR) Chemar Rurociagi informs that:*

  - 1) *The administrator of personal data obtained from the monitoring system is CHEMAR RUROCIĄGI SP. Z O.O. located in Kielce at ul. OLSZEWSKIEGO 6. If you have any questions regarding the method and scope of processing your personal data, as well as your rights, please contact us via the e-mail address: [rodo@chemar-piping.pl](mailto:rodo@chemar-piping.pl).*
  - 2) *The legal basis for the processing of your personal data is Article 6 (1) (f) of the GDPR, where the legitimate interest of the administrator is the safety of persons, protection of property and registration of evidence of possible violations;*
  - 3) *The monitoring covers: staircases of administrative buildings, production halls, areas of external warehouses and the outside area around the factory buildings;*
  - 4) *The monitoring records will be kept by the administrator for a period of approximately 14 days;*
  - 5) *The person registered by the monitoring system has the right to access personal data and limit its processing;*
  - 6) *The person registered by the monitoring system has the right to file a complaint with the supervisory body;*
  - 7) *The video monitoring regulations are available on the Company's website: [www.chemar-piping.pl](http://www.chemar-piping.pl) in the /GDPR/ tab.*
9. Data concerning video monitoring and data concerning the movement of people in restricted zones are not made available to any third parties.
10. The person concerned by the data collected has the right to request access to this data, rectification, deletion, limitation or object to its processing. The person concerned by the data collected has the right to lodge a complaint with the President of the Personal Data Protection Office.
11. Responsible for the operation and proper functioning of the monitoring system are employees who have appropriate authorizations of the Management Board of the Company to process strictly defined personal data, i.e.:

- a. The Management Board of the Company,
  - b. Manager and Deputy Manager of the Production Department,
  - c. Manager of the Maintenance Department,
  - d. Manager of the Human Resources, Payroll and Training Department
  - e. HR and Payroll Specialist,
  - f. Senior Health and Safety Inspector,
  - g. IT Specialist.
12. For the video monitoring system, the data storage period is approximately 14 days from the date of the recording. After the expiry of the above-mentioned period the data will be destroyed by overwriting. For the monitoring of movement events within the Company's premises, the period of data storage is not longer than 1 year from the date of the recording. After the expiry of the above-mentioned period the data will be destroyed by deletion. The storage period may be extended if the need arises for data processing to clarify, investigate or defend against claims or another need for data processing with a legal basis.
13. The record from the video monitoring system and the access control system may also be made available to authorized state authorities in the scope of legal activities carried out by these authorities, e.g. the Police, Courts, National Labour Inspectorate, upon their written request. Recordings and reports from the access control system are not made available to natural persons as this could violate the rights and freedom of third parties.
14. In justified cases, on the basis of requests from natural persons or the above-mentioned state authorities, in particular when the monitoring devices have registered an event related to a breach of the safety of persons and property, the period of data storage may be extended by the time necessary to complete the proceedings, the subject of which is the event recorded by the Company's monitoring system.
15. The IT Department keeps a register of the Company's video surveillance recordings made available to other entities.
16. The Human Resources, Payroll and Training Department keeps a register of reports from the Company's access control system made available to other entities.
17. Employees, associates and third parties who will be granted the right to access restricted access zones will be informed about the purpose, scope and method of monitoring at Chemar Rurociagi Sp. z o.o. at the latest on the day of commencement of work/cooperation/visit at the plant and are obliged to submit an appropriate statement that they have read these Regulations.
18. The information obligation towards persons whose personal data may be recorded by the monitoring system is also carried out via the website by sharing the Regulations of

video monitoring and access control at Chemar Rurociągi Sp. z o.o. through the website [www.chemar-piping.pl](http://www.chemar-piping.pl) in the /GDPR/ tab.

19. The Regulations come into force on 03/01/2019.