

What is RODO/The GDPR and what does it mean for employees?

Hyped RODO (Eng. GDPR) stands for the Polish abbreviation of The Regulation 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). This Regulation implements an obligation of a higher level of personal data protection than before. RODO/The GDPR provides consistent and homogenous application of processing personal data rules throughout the European Union. It ensures in particular security of personal data and protects the right to privacy. That is why, it is worth getting to know your fundamental rights and rules concerning processing your personal data by employers, different entities and institutions.

The rights concerning RODO which are granted to every natural person

The right of rectification and to complete personal data

If your personal data is out of date, you can change or update them at any time.

The right of access to personal data

If you are requesting data to exercise your right, this only applies to data you have provided to our company. We will also inform you how long and why we are planning to process your data. On your request we can provide you with a free of charge copy of your personal data, which we process.

The right to move the data

We will make the data available for you if you want to move them to another administrator on your own. Unfortunately, there has not been developed any standard procedure of moving the data safely among administrators yet. The data will be given to you in an encrypted mail as a pdf file.

The right to object to the processing of personal data

You are entitled to object to the processing of your personal data on the basis of reasoned interests. Then, you will be asked to point a particular aim of processing that you object to.

The right to be forgotten (the right to erasure)

On your request we can erase your personal data. We will accept your request if we do not have a legal basis to continue the processing.

The right of restriction of processing

In particular cases laid down by law you are able to use the right of restriction of processing. However, it can happen that we will be processing your data despite your request. It refers

to particular situations when processing is necessary for the establishment, exercise or defense of legal claims.

The right of notification of a personal data breach

In the case of a personal data breach, you have the right to know. If we evaluate that there is a high risk of a personal data breach, we will inform promptly you and the supervisory authority, not later than in 72 hours.

How can I exercise my rights?

If you are a job candidate or a former staff member, send us an email (iod@dtmates.com) or a letter:

Digital Teammates S.A.
Ul. Traktorowa 143.
91-203 Łódź
Poland

If you are a co-worker (a person who provides services to or on behalf of DTM on the basis of a civil law agreement), write to us:

Digital Teammates S.A.
Ul. Traktorowa 143.
91-203 Łódź
Poland

You should indicate the right, which you would like to exercise and describe your request. To identify you, please write if you are a job candidate, a former staff member or a co-worker.

Write your data:

- If you are a job candidate – name, surname and a telephone number,
- If you are a former staff member – name, surname and PESEL (Personal Identification No.)
- If you are a co-worker – TIN number, or if you do not have it - name, surname and PESEL

We will answer as soon as possible, however, not longer than in 30 days.

How can I submit my instructions?

1. Send us your question to the email address: iod@dtmates.com
2. We will answer in 30 days.
3. Check your email box.

Frequently Asked Questions

- 1. Do I have to contact DTM in connection with RODO/The GDPR?

No, you do not have to. It is enough if you familiarize yourself with the information which we prepared.

- 2. Does DTM enforce RODO/The GDPR principles and rules and how?

Obviously. We have changed many processes to implement RODO/The GDPR. We have also appointed a Data Protection Officer, who takes care of carrying out RODO/The GDPR rules in DTM.

- 3. Where does DTM take my data from?

We process the data which you provide us with during the recruitment process or during the employment. We collect the personal data on various occasions and in different ways: when we receive a completed personal data form or a sick leave; when our employees use company systems or applications; or when there is a legal basis to do it. We keep only the necessary data and we hold them no longer than it is needed (unless there are other legal reasons).

- 4. What data does DTM process?

We process general and special categories of data.

General personal data means all information relating to a natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, an email, a telephone/ mobile number, education, a position, a company, an ID number, TIN or REGON number.

Special categories of data refer mainly to health including disability. We process them only when they are necessary to fulfil the employer's obligation laid down by national law.

- 5. How long does DTM process the data?

Data is processed as long as the purpose of the processing is achieved. It is usually during the performance of the contract of employment prolonged by the statutory limitation period after the termination of the employment relationship. We can hold some data, for example, for the purposes of calculating pension rights for a longer period.

We need to keep special categories of data (for example, tax documents) longer to comply with the business and legal requirements.

- 6. What does DTM do with the data and when does it stop to process them?

We erase or render personal data when we achieve the purpose of the processing. Our technological and business solutions guarantee that your personal data will “vanish” in whole and safely.

- 7. Does DTM transfer my personal data? To whom?

Yes, when we fulfil our obligations (including legal requirements) and operate agreements, we are entitled by law to transfer your data to other subjects.

We can transfer your data to:

- Institutions entitled to process data, which supervise our company (ex. KNF - The Polish Financial Supervision Authority or UOKiK – Competition and Consumer Protection Office);
- External providers (to manage accrued services on behalf of DTM);
- Our advisors and insurance companies;
- Competent public institutions and government bodies according to tax, labour or social insurance requirements;
- Our carefully selected suppliers who provide services connected with our company and on the basis of agreements;
- Our customers who cooperate with us to perform signed contracts;
- New (or potential) owners in case of the change (or a potential change) of company’s owners, organizational entities or company bodies, in which a person whose data we process works
- External organizations – under the requirements of national law or for the purposes of judicial or administrative proceedings or for other purposes which a person accepted and gave consent to.

- 8. Is my data safe and secure in DTM?

Yes, we adapted the requirements of RODO/ The GDPR in reference to organizational and technological protection giving priority to security of personal data. We are ever mindful of your personal data and we protect them against modification, deletion, change or destruction in any unauthorized way.

We prevent situations where your personal data could be transferred to unauthorized subjects or processes.

- 9. How can I get to know which my data is processed by DTM?

Rodo/The GDPR provides you with the right of access to personal data.

Write us and we will answer whether we process your data. We can also explain: why we do that, what categories of your data we process, who can know your data (or who will know), how long we are planning (as far as it can be determined) to process your data, where we collected them.

- 10. Can I ask DTM to have my data deleted (the right to be forgotten)? How?

RODO/ The GDPR implements a new right – to be forgotten. You can demand to erase your data, inter alia, when

- The data is no longer necessary to fulfil purposes, which they were collected for,
- The data was not processed according to RODO/ The GDPR.

We will take into consideration your submitted instruction unless there is a legal basis to continue the processing. We will answer as soon as possible, however, not longer than in 30 days.

If we erase your data, we are entitled to hold the information who asked to erase the data.

- 11. Who should I ask if I have doubts or questions?

You can contact directly with our Data Protection Officer.

- Email address: iod@dtmates.com
- Address:

Data Protection Officer
Digital Teammates S.A.
Ul. Traktorowa 143.
91-203 Łódź
Poland

- 12. If there was a personal data breach – how and when would I know?

The personal data breach is only one of dangers that could happen. We will also inform you when the data controller accidentally or unlawfully destroys, erases, loses or modifies your data.

We are doing our best to protect the data which we process. If we evaluate that there is a high risk of a personal data breach, we will inform promptly you and the supervisory authority, not later than in 72 hours.

We will also explain what reasonable steps were taken to mitigate the extent of damage and to prevent possible situations in the future.