

Appendix no 1

to the Information on the Procedure

INFORMATION ON THE PROCESSING OF THE REPORTING PERSON'S PERSONAL DATA IN CONNECTION WITH THE WHISTLEBLOWING REPORT (INFORMATION OBLIGATION UNDER ART. 13 OF THE GDPR)			
DATA OF THE PERSONAL DATA CONTROLLER	The administrator of your personal data in connection with the report of irregularities is Toyota Motor Manufacturing Poland Sp. z o.o., registered office: 26 Uczniowska Street, 58-306 Wałbrzych ("TMMP").		
CONTACT DETAILS OF THE PERSONAL DATA CONTROLLER	You can contact the data administrator in matters related to the protection of your personal data by sending an e-mail to the address of our Data Protection Officer: iod@toyotapl.com or by sending a letter to the correspondence address: 26 Uczniowska Street, 58-306 Wałbrzych with the note: "DPO"]		
SCOPE OF PERSONAL DATA PROCESSING	<p>We only process personal data that is necessary to receive a whistleblowing report, assess it, conduct an investigation and take any follow-up action. If the notification includes data that is not necessary to carry out the above-mentioned activities, it will be deleted and will not be further processed.</p> <p>The scope of the processed data may vary, depending on the circumstances of the request. In particular, we may process the following categories of data:</p> <ul style="list-style-type: none"> • Your name • your position or information about the relationship that binds you or has been connected to TMMP (if you are not our employee or co-worker), • Your contact details: e.g. e-mail address, correspondence address, telephone number, • Your vote (with the proviso that the voice will be modulated and the employee receiving the report will only receive the report in the version after the modulation of the voice), • Details of the application, • Other data provided in the report, if necessary for the receipt or assessment of the report or taking possible follow-up action, including, if provided, sensitive data. 		
PURPOSES OF PROCESSING AND LEGAL BASIS FOR PROCESSING	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> The processing of your personal data is carried out for the following purposes: 1. fulfilment of obligations under the law, in particular the Whistleblower Protection Act, in particular: - consideration of your irregularity report, including verification of its completeness and legitimacy, - conducting explanatory activities in connection with your report, - taking possible follow-up actions, - keeping a register of internal reports and storing documentation related to the report. 2. pursuing our legitimate interests to the extent exceeding the obligations set out in the law, including in the case of reports to which the provisions of the Whistleblower Protection Act do not apply: </td> <td style="vertical-align: top; width: 50%;"> Legal basis: Ad. 1 – Article 6(1)(c) of the GDPR – fulfilment of obligations arising from the provisions of law, and in the scope of special category data – Article 9(2)(g) of the GDPR.. </td> </tr> </table>	The processing of your personal data is carried out for the following purposes: 1. fulfilment of obligations under the law, in particular the Whistleblower Protection Act, in particular: - consideration of your irregularity report, including verification of its completeness and legitimacy, - conducting explanatory activities in connection with your report, - taking possible follow-up actions, - keeping a register of internal reports and storing documentation related to the report. 2. pursuing our legitimate interests to the extent exceeding the obligations set out in the law, including in the case of reports to which the provisions of the Whistleblower Protection Act do not apply:	Legal basis: Ad. 1 – Article 6(1)(c) of the GDPR – fulfilment of obligations arising from the provisions of law, and in the scope of special category data – Article 9(2)(g) of the GDPR..
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	<ul style="list-style-type: none"> - consideration of your whistleblowing report, including verification of its completeness and legitimacy - conducting explanatory activities in connection with your report, - registering reports of irregularities, - taking possible follow-up actions, - keeping a register of internal reports and storing documentation related to the report. <p>3. Disclosure of your identity – if you give us explicit consent to it.</p> <p>4. establishing, investigating and defending against claims – which is the implementation of our legitimate interests – in particular if you knowingly provide false information in your report.</p>	<p>Ad. 2 - Article 6(1)(f) of the GDPR – legitimate interests of the controller</p> <p>Ad. 3 – art. 6 USt. 1 lit a) RODO – Twoja zgoda</p> <p>Ad. 4 – Article 6(1)(f) of the GDPR, and in the case of sensitive data, Article 9(2)(f) of the GDPR.</p>
DATA RETENTION PERIOD	<p>Your personal data will be stored for a period of 3 years after the end of the calendar year in which the follow-up actions were completed, or after the end of the proceedings initiated by these actions (whichever is later).</p>	
DATA RECIPIENTS	<p>The recipients of your personal data may be entities providing us with a tool for receiving and recognizing reports, providing hosting services, IT or other services necessary to recognize a whistleblowing report and its registration. It may also be the person to whom your whistleblowing report relates, but only if an in-depth analysis shows that you made the report in bad faith, acting to the detriment of the employee to whom the report relates. In the event that you have given your explicit consent to the disclosure of your data, it may also be passed on to persons other than those authorized to handle the breach..</p>	
DATA TRANSFERS OUTSIDE THE EEA	<p>Your personal data will not be transferred outside the European Economic Area or to international organizations.</p>	
RIGHTS OF THE DATA SUBJECT	<p>You have the right to:</p> <ul style="list-style-type: none"> • access to your personal data • rectify your personal data • Erasure of your personal data • restrict the processing of your personal data • transfer the Data (only if the basis for data processing is your consent) • object to the processing of your personal data • withdraw your consent to the processing of your personal data (whereby its withdrawal does not affect the lawfulness of the processing carried out until the consent is withdrawn). <p>In order to exercise the above rights, please contact the data controller. Contact details are indicated above..</p> <p>You also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data – the President of the Office for Personal Data Protection.</p>	
INFORMATION ON THE VOLUNTARY NATURE OF PROVIDING DATA	<p>Providing your personal data is voluntary.</p>	
ABOUT AUTOMATED DECISION-MAKING	<p>Your personal data will not be used for automated decision-making.</p>	