

Appendix no 2

to the Information on the Procedure

INFORMATION ON THE PROCESSING OF PERSONAL DATA IN CONNECTION WITH A WHISTLEBLOWING – FOR DATA SUBJECTS AND WITNESSES (INFORMATION OBLIGATION UNDER ARTICLE 14 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".		
DATA SOURCE	We have obtained your personal data from the person making the report. The provisions of the Whistleblower Protection Act prohibit us from providing information about the identity of the person making the report, unless the whistleblower has expressly consented to the disclosure of the data or does not benefit from the protection afforded by the Whistleblower Protection Act (in particular if the whistleblower knowingly reported false information about irregularities).		
SCOPE OF PERSONAL DATA PROCESSING	<p>We only process personal data that is necessary to assess the whistleblowing report, to carry out an investigation and to take follow-up action, if any.</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, • Contact details (e.g. e-mail, telephone number), • In the case of persons affected by the whistleblowing – details of the alleged irregularities and information on possible follow-ups, • In the case of witnesses and other persons named in the report – data on the information held by these persons related to the irregularities described in the report. • We may also process your sensitive data (special category data) – as long as it has been provided in the report or has been disclosed in the course of follow-up actions. 		
PURPOSES OF PROCESSING AND LEGAL BASIS FOR PROCESSING	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 60%;"> <p>The processing of your personal data is carried out for the following purposes:</p> <ol style="list-style-type: none"> 1. fulfilment of obligations under the law, in particular the Whistleblower Protection Act, in particular: <ul style="list-style-type: none"> - conducting explanatory activities in connection with the 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: 40%;"> <p>Legal basis:</p> <p>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.</p> <p>Ad. 2 - Article 6(1)(f) of the GDPR – legitimate interests of the controller</p> </td> </tr> </table>	<p>The processing of your personal data is carried out for the following purposes:</p> <ol style="list-style-type: none"> 1. fulfilment of obligations under the law, in particular the Whistleblower Protection Act, in particular: <ul style="list-style-type: none"> - conducting explanatory activities in connection with the 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: 	<p>Legal basis:</p> <p>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.</p> <p>Ad. 2 - Article 6(1)(f) of the GDPR – legitimate interests of the controller</p>
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	<ul style="list-style-type: none"> - conducting explanatory activities in connection with the report, - taking possible follow-up actions, - keeping a register of internal reports and storing documentation related to the report. <p>3. establishing, investigating and defending against claims – which is the implementation of our legitimate interests.</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 RECIPIENTS	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.	
DATA RETENTION PERIOD	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).	
DATA TRANSFERS OUTSIDE THE EEA	Your personal data will not be transferred outside the European Economic Area or to international organizations.	
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 • object to the processing of your personal data <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>	
ABOUT AUTOMATED DECISION-MAKING	Your personal data will not be used for automated decision-making.	