

ZAKŁAD KÓŁ ZĘBATYCH S.C.

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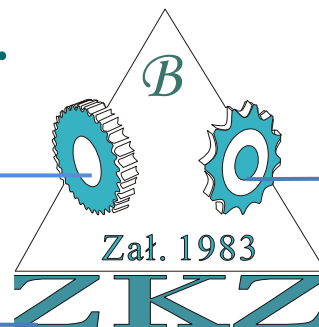
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Chapter 101 / SURVEILLANCE / §511 / VIDEO SURVEILLANCE

1. In order to ensure the safety of employees and the protection of property, control the production and keep secrecy of information, the disclosure of which could jeopardize the employer, the employer provides supervision over the plant premises and the area around the workplace in the form of technical measures enabling video recording (surveillance).
2. Surveillance includes production halls, communication routes, the area around the plant located at 19 Moniuszki Street in Oleśnica.
3. Surveillance does not include sanitary facilities, cloakrooms, canteens and smoking rooms or the premises made available to the company's trade union organization.
4. Monitoring consists of 24-hour image recording in the area indicated in the above paragraph 2 using cameras and recording devices which record footage on disk utility.
5. The employer processes the image recordings only for the purposes for which they were defined in paragraph 1 above.
6. The surveillance recordings are stored for a period not exceeding 3 months from the day of recording. In the case when the image recordings are an evidence in legal proceedings or the employer has become aware that they may constitute evidence in such proceedings, this period shall be extended until the final completion of the proceedings.
7. After the periods referred to in paragraph 4, image recordings containing personal data obtained as a result of surveillance are subject to destruction, unless specified otherwise in other regulations.
8. The rooms and the monitored area are visibly and legibly marked with appropriate signs or audible announcements.
9. Recordings obtained as a result of surveillance are made available only to the employer, entities operating the surveillance on behalf of the employer and the authorities of the State under the conditions specified by law.

§512

TOOL AND ELECTRONIC MAIL SURVEILLANCE

1. In order to ensure the organization of work which enables full use of working time and proper use of work tools made available to the employee, the employer controls the tools used in the work process as well as electronic mail.
2. The surveillance referred to in paragraph 1 does not violate the confidentiality of correspondence and other personal rights of the employee, in particular the right to privacy.
3. Surveillance encompasses tools (e.g. machines, computers, telephones and programmes included in them) used for work purposes and business electronic mail.
4. Surveillance of the tools is based on the employer's access to the data stored in these tools and data on the usage of these tools.
5. Electronic mail surveillance consists of access to e-mail accounts and their content by the employer.
6. Records obtained as a result of surveillance are made available only to the employer, entities operating the surveillance on behalf of the employer and the authorities of the State under the conditions specified by law.