**Handling a request for information**

Pomeranian Certification Center Sp. z o. o. With a view to meeting customer expectations and ensuring the confidentiality of the data at its disposal, it has developed the following process for dealing with requests for information:

Information about the certification process:

**Information category**: public

**Authorized persons**: every employee of PCC Sp. z o. o.

**Method of providing information**: oral or written (in person, by phone, e-mail)

Information regarding the status and validity of the PCC Sp. Client's certification. z o. o.:

In this category, we only provide information regarding the client's name and address, the scope of the certification, its status (active, withdrawn, suspended), and the date of granting and validity of the certification.

**Information category**: public

**Authorized persons**: every employee of PCC Sp. z o. o.

Method of providing information: oral or written (in person, by phone, e-mail)

**Other information regarding** the PCC Sp. Client. z o. o.:

This category includes information not included in point 2. The desire to obtain specific information should be submitted to the unit's office in writing (e-mail or post) specifying the purpose of obtaining the information. Each such application is considered individually by the President of PCC Sp. z o. o. with information to the interested party, unless the law provides otherwise.

**Information category**: confidential

Authorized persons: President of PCC Sp. z o. o. or designated employee

Method of providing information: in writing