

Appendix No. 1 to GTCS

The Controller's information on personal data processing

Pursuant to the Article 14 of Regulation (EU) 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) (hereinafter: "GDPR"), please be informed that:

[Controller]

1. The controller of your personal data is **Steinpol Central Services Sp. z o.o. with its registered office in Rzepin**, Fabryczna Str. 13, 69-110 Rzepin („**Controller**”). You can contact with the Controller by sending an e-mail to the address: ado@steinpol.com.pl or via traditional mail, under the address of the Controller's registered office indicated above.

[Purposes and legal basis for processing]

2. You personal data will be processed for the purposes of:
 - a) conclusion and performance of the agreement between the Controller and _____ with its registered office in _____ („**Agreement**”), on the basis of the legitimate interest pursued by Controller's consisting in ensuring the proper conclusion and performance of the Agreement, i.e. on the legal basis of the Article 6 section 1 letter f) of the GDPR;
 - b) compliance with the legal obligations to which the Controller is subject regarding storage of accounting documents, in case of your personal data is on such documents, i.e. on the legal basis of the Article 6 section 1 letter c) of the GDPR in connection with the accounting regulations and other relevant tax law regulations;
 - c) possible establishment, exercise or defense of claims related to the Agreement – on the basis of the legitimate interest pursued by the Controller consisting in the possibility of establishing and exercising claims by the Controller and defending against claims arising from the Agreement, i.e. on the legal basis of the Article 6 section 1 letter f) of the GDPR.

[Categories of personal data]

3. The Controller will process the following categories of your personal data: name and surname, position / function in _____ with its registered office in _____, business telephone number, business e-mail address.

[Information on the source of personal data]

4. Your personal data has been provided to the Controller by _____ with its registered office in _____, in connection with conclusion or performance of the Agreement.

[Data retention]

5. We will store your personal data for the duration of cooperation under the Agreement and, in justified cases, also after its termination, in accordance with applicable laws. The storage of your personal data after the end of the term of the Agreement may be justified by potential claims related to the Agreement - in this case, we will store your personal data no longer than until the expiry of the limitation period. If your personal data is on the accounting documents, we will store them for the period specified in the Act of September 29, 1994 on accounting.

[Recipients of personal data]

6. Your personal data may be disclosed to the entities authorized under the provisions of generally applicable law, in particular to institutions authorized to inspect the Controller's activities or institutions authorized to obtain personal data on the basis of legal provisions, as well as to the entities providing outsourcing services to the Controller's accounting processes, auditors, legal or tax advisors and IT service providers

[No data transfers to third countries]

7. The controller do not transfer personal data outside the European Economic Area.

[Your rights]

8. In connection with the processing of personal data, the data subject has the following rights: access to data, rectification of data, deletion of data, restriction of data processing and the right to object to data processing. You are entitled to these rights in the cases and to the extent provided for by applicable law. In connection with data processing, you also have the right to lodge a complaint with the supervisory authority.

[No automated decision-making]

9. The controller will not process your personal data for the purpose of automated decision-making, including profiling.