

INFORMATION CLAUSE

Pursuant to Article 13-14, 1-2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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) (OJ L 119, p. 1) – GDPR – we inform that:

I. The controller of personal data

The controller of personal data is: Process-Electronic Sp. z o.o. with the office in Sosnowiec, ul. Jedności 48, 41-218 Sosnowiec, NIP: 949-191-08-73, REGON: 15218254600000, KRS: 0000222494, e-mail: privacy@group-upc.com, phone: +48 32 296-66-00

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II. Purposes and bases for the processing

As the controller, we will process your data, such as: name, surname, company name, address, company registered address, phone number, e-mail address, tax identification number, REGON number, customer number, bank account number, information received from court bailiffs concerning convictions and infringements of law by clients / contractors, amount of receivables, vans of delivery entering the plant site – customers / contractors, records from cameras used for building monitoring - image of all people

entering and staying around controller's building, depending on the needs and scope of entrusted data for the purpose of:

- a) The implementation of the concluded contract in which the Controller is a party (the legal basis under Article 6.1b GDPR).
- b) The possible establishment, exercising or defence of legal claims as the implementation of the legitimate interest of the Controller (the legal basis under Article 6.1f GDPR).
- c) The implementation of the obligations under the law, e.g. tax, accounting obligations (the legal basis under Article 6.1c GDPR).
- d) sending commercial offers of the controller, being the pursuit of the legitimate interest which is direct marketing of own products and services (legal basis - Article 6.1f GDPR).

Please be advised that the source of your personal data that we process may be: registration forms, contact forms, invoices, company paper, websites, CEIDG, KRS, accounting program, contacts and contracts with clients, e-mail correspondence, inquiries.

We inform that we can also process your personal data for the purpose of the possible establishment, exercising or defence of legal claims as the implementation of the legitimate interest of the Controller (the legal basis under Article 6.1f GDPR), as well as for the purpose of the fulfilment of the obligations under the law, e.g. tax, accounting obligations (the legal basis under Article 6.1c GDPR).

We ask you not to provide information of special categories of personal data, such as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, or data concerning health, sex life or sexual orientation of this person.

III. Automated decision-making (profiling)

Your personal data will not be processed by automated means and will not be profiled.

IV. Period for which the data will be stored

The time during which we can process your personal data is determined by the legal basis that constitutes the legal premise for the processing of personal data by the Controller. Accordingly, we inform that:

- a) We store your data obtained for the purpose of entering into a contract throughout the time when the contract is negotiated and to the end of the calendar year following the year in which you contacted us for the last time as regards its conclusion.
- b) Your personal data obtained with regard to entering into the contract will be processed by us throughout the time of the performance of the contract.

c) If the Controller processes personal data because it is mandatory due to the applicable law, the periods for which the data will be stored for this purpose are defined in these laws, e.g. tax provisions or rules on data archiving obligations.

If the Controller processes personal data on the basis of the legitimate interest of the controller, the processing will continue until the cessation of the above interest (e.g. the limitation period for civil law claims) or until the objection of the data subject against such further processing, in the situations when such objection is allowed under the regulations of the applicable law.

V. Data recipients

Your personal data may be made available to the following recipients or categories of recipients:

- The entities providing cloud systems in which personal data are stored; The entities providing hosting services;
- The entities providing transport services;
- The entities providing hotel services;

Please note that we provide personal data only in the scope in which it is factually necessary to achieve the specific purpose.

VI. Rights of data subjects

Pursuant to GDPR, you have:

- a) The right of access to your data and to obtain their copy;
- b) The right to rectification (correction) of your data;
- c) The right to erasure, restriction of processing;
- d) The right to object to processing;
- e) The right to data portability;
- f) The right to withdraw consent for processing personal data;
- g) The right to lodge a complaint with a supervisory authority.

The details and information about exercising your rights are presented in the website of the Controller at the address www.group-upc.com.

VII. Transfers of personal data to entities outside of the European Economic Area (“EEA”) or international organisations

Your personal data will be transferred to a third country / international organisation on the basis of the Commission Decision of 20 December 2001 on the adequate protection of personal data provided by the Canadian Personal Information Protection and Electronic Documents Act. You may be provided with a copy of the personal data transferred to a third country in the office of the Controller.

VIII. Mandatory / voluntary provision of data

Providing data is voluntary, but necessary to enter into a contract and exercise other rights of the Controller stated above in section II. In the scope in which personal data are collected on the basis of the consent, providing personal data is voluntary.

IX. Complaint with PUODO

You have the right to lodge a complaint with the President of the Polish Supervisory Authority when you decide that the processing your personal data infringes the GDPR provisions.