

INFORMATION ON THE PROCESSING OF PERSONAL DATA

In connection with the application of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (referred to as "GDPR", "General Data Protection Regulation") and due to the acquisition of your personal data in connection with the implementation of cooperation with IBSA Poland sp. z o. o., we hereby inform you that:

I. Personal Data Controller

The Controller of your personal data is IBSA Poland sp. z o.o. with its registered office in Warsaw (00-078), Plac Marszałka Józefa Piłsudskiego 1 (hereinafter: the **Controller** or **Organization**).

II. Purpose and basis of personal data processing

Your data will be processed only if the Controller or another processor has a legal basis resulting from the GDPR and only for a purpose complying with this basis.

The Controller may process your Personal Data for purposes related to:

- a. steps taken at your request prior to entering into a contract, in connection with entering into a contract, performance of a contract and settlement of the contract - to the extent necessary to perform the contract to which you are or can be a party [Art. 6 (1) (b) of the GDPR]
- b. pursuing claims and for evidentiary purposes related to the performance of the contract, which is the legitimate interest of the Controller [Art. 6 (1) (f) of the GDPR]
- c. compliance with legal obligations arising from legal provisions, in particular tax and accounting law [Art. 6 (1) (c) of the GDPR]
- d. direct marketing of the Controller's products and services, including but not limited to submitting offers electronically, which is the legitimate interest of the Controller [Art. 6 (1) (f) of the GDPR]
- e. handling notifications that you address to the Controller (e.g. via the contact form), answering your questions and processing your complaints or requests - within the legitimate interest of the Controller consisting in conducting business to improve relations with customers and adjust the Controller's activity to their needs [Art. 6 (1) (f) of the GDPR]

The Controller may process your data on the basis of your separate consent. In this case, the basis for the processing of personal data will be your consent [Art. 6 (1) (a) of the GDPR].

Should it become necessary to process your data for purposes other than those listed above, you will be informed by the Controller in advance, stating the legal basis for such processing.

III. Information on recipients of personal data or categories of recipients

Your data may be transferred to entities processing them at the request of the Controller, e.g. subcontractors or service providers.

In any such case, the transfer of your data does not entitle the recipient of the data to use them freely, but only for purposes clearly indicated by the Controller.

The recipients of your data may also be entities authorized to obtain your data on the basis of applicable law, such as courts or law enforcement authorities - if they request the disclosure of your data based on an appropriate legal basis.

The Controller may also provide your data to legal and advisory service providers. In addition, the Controller may provide your Personal Data to databases in or outside the country within companies from the Controller's capital group or external entities, if they process or store such data on behalf of and for the Controller or another company from the Controller's capital group.

IV. Transfer of data to third countries or international organizations

The Controller may transfer your data to third countries or international organizations.

The Controller, using the services of electronic mail providers, may transfer your data to Switzerland. By the decision of the European Commission, this country was recognized as ensuring an adequate level of protection of personal data transferred from the European Union.

V. Period for which Personal Data will be stored

Your data will be processed as long as the basis for its processing exists.

In situations where data processing takes place in compliance with a legally prescribed obligation, the period of data storage will be determined on the basis of relevant legal provisions.

If the basis for data processing is the legitimate interest of the Controller, the Controller will store your data as long as this legitimate interest exists, periodically reviewing their further suitability.

Regarding the necessity of data to perform the contract, it will usually be the time needed to perform such contract and secure any potential claims arising therefrom.

If the basis for data processing is your consent, the processing will take place until its withdrawal, restriction or other actions on your part limiting this consent.

VI. Rights related to the processing of personal data

You have the right to access your data and the right to request their rectification, erasure and restriction of processing.

You have the right to data portability and the right to object to processing.

If you have given your consent to data processing, you can withdraw it at any time.

Withdrawal of consent to the processing of your personal data does not affect the validity of the current processing of this data by the Controller based on this consent.

You have the right to lodge a complaint with the President of the Personal Data Protection Office, if you believe that the Controller violates the law during the processing of your personal data.

VII. Obligation to provide personal data

As a rule, you provide your data on a voluntary basis.

In certain cases, however, you may be required to provide your data for the purpose of entering into a specific contract or implementing its provisions. Therefore, if the Controller would lose the basis for processing your data for purposes related to a given contract, the fulfilment of obligations arising under such contract could be difficult or impossible.

VIII. Changes to the content of this notification

The content of this information may be periodically modified by the Controller. In this case, you will be notified accordingly.

IX. Controller's contact details

If you would like to exercise any of your rights or learn more about the details of exercising them, you can contact the Controller via the e-mail address: info@ibsapoland.pl or in writing to the address of the Controller's registered office.