

Information on the processing of personal data for the other contractual party and its representatives

Dear Sirs,

In fulfilment of the controller's obligation referred to in Articles 13(1) and (2) and 14(1) and (2) 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 the repeal of Directive 95/46/EC (General Data Protection Regulation) (hereinafter: GDPR), we hereby provide the information required by the aforementioned provisions regarding the processing of your personal data.

Personal data controller

The Controller of your personal data is : "SATEL" Spółka z ograniczoną odpowiedzialnością with its registered office in Gdańsk, address: ul. Budowlanych 66, 80-298 Gdańsk with the share capital of PLN 1,820,000.00, registered in the register of entrepreneurs of the National Court Register kept by the District Court Gdańsk-Północ in Gdańsk under the KRS number: 0000178400, NIP: 5840154038, REGON: 192976380 (hereinafter: Controller).

Data Protection Officer

The controller has appointed a Data Protection Officer who can be contacted via the email box: iodo@satel.pl.

Source of data

If you are a party to the contract, we obtained your personal data directly from you for the purpose of entering into the contract.

If you are merely a representative/employee of a contracting party, your personal data (in the form of name, surname, e-mail address, position, telephone number, place of work) has been obtained from your employer, who has entered into a contract with the Controller . You have been identified as a representative/representative/person directed to perform the subject matter of the contract/person authorised to contact or cooperate with the Controller in connection with the performance of the contract.

Purposes of personal data processing and legal grounds for processing

We process your personal data for the purpose of performing a contract based on one or more of the following legal bases:

- 1 Article 6(1)(b) of the GDPR - the processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract,
- 2 Article 6(1)(c) of the GDPR - processing is necessary to comply with a legal obligation on the Controller under accounting and tax law,
- 3 Article 6(1)(f) of the GDPR - the processing is necessary for the purposes of the legitimate interests pursued by the Controller, which include: proper performance of the contract, investigation of possible claims and defence against claims, provision of debt information to the business information bureau and ongoing communication, as well as maintaining an internal contractor/customer database.

Recipients of data

Your personal data processed in connection with the performance of the contract may be transferred to recipients:

- 1 who are separate controllers such as: banks, postal and courier companies, law firms, facility administrators, business information offices .
- 2 as well as recipients who are separate processors such as an accounting service provider, providers and operators of IT systems and infrastructure, consultancy service providers.

Your personal data may also be provided to entities entitled to receive them under applicable laws - primarily the relevant state authorities.

Transfers of data to third countries

Your personal data processed in connection with the performance of the contract may be transferred to third countries, i.e. outside the EEA. Such data transfer takes place in connection with the use of certain IT tools and systems.

The basis that secures the transfer in question are standard contractual clauses approved by the European Commission and a decision issued by the European Commission finding an adequate level of protection. For more information on the transfer of personal data outside the EEA, please email: iodo@satel.pl.

At the same time, we point out that the transfer of data is limited only to the transfer of a minimum catalogue of personal data.

Storage periods for personal data

Depending on the purposes of the processing, the following retention periods for personal data, or supporting criteria for determining such periods, may be indicated:

- 1 where the processing was carried out by reason of the need to perform a contract or to comply with a legal obligation incumbent on the Controller on the basis of Article 6(1)(b) of the GDPR - for the duration of the conclusion and performance of the contract.
- 2 when the processing was carried out due to the need to fulfil a legal obligation incumbent on the Controller on the basis of Article 6(1)(c) of the GDPR in connection with the relevant provisions of the Accounting Act and tax law - for the period of retention of tax records specified by law: for a period of 5 years from the end of the calendar year in which the accounting document was issued.
- 3 where the processing was carried out due to the legitimate interest of the Controller, which is superior to your fundamental rights and freedoms on the basis of Article 6(1)(f) of the GDPR - for the mutual cooperation and, after its termination, for the period stipulated by law for activities related to securing, asserting or defending against claims

Rights in relation to the processing of personal data

You have the following rights in relation to the processing of your personal data:

- 1 The right of access to your personal data,
- 2 The right to rectify your personal data,
- 3 the right to erase your personal data,
- 4 The right to restrict the processing of your personal data,
- 5 The right to object to the processing of your personal data,
- 6 the right to transfer your data,
- 7 The right to lodge a complaint with the President of the Personal Data Protection Authority.

We suggest that you exercise the above catalogue of your rights through the contact box: iodo@satel.pl.

Please note that you will not be able to exercise some of these rights in relation to personal data processed for the Controller's performance of its obligations under the law. In addition, you will not be able to exercise your right to object to the processing in relation to our transfer of debt data to a credit reference agency.

For more information, please contact the data protection officer.

Provision of data

Providing personal data necessary for:

- 1 the performance of a contract to which you are a party is a contractual requirement, and the refusal to provide this data will result in the refusal to conclude the contract or the impossibility to amend it/the need to terminate it/the impossibility to perform it,
- 2 fulfilment of accounting and tax obligations is a statutory requirement, and the refusal to provide this data may entail the Controller's inability to fulfil its statutory obligations and thus the refusal to enter into/need to terminate the concluded contract,
- 3 the fulfilment of the Controller's legitimate interest is necessary for the purposes of ongoing communication and the safeguarding of the Controller's claims, and the refusal to provide this data may entail the refusal to conclude a contract/the necessity to terminate it.

Information on automated decision-making

Please be informed that we do not apply automated decision-making, including profiling, to your data.