

INFORMATION FOR THE COMPANY'S CLIENTS AND CONTRACTORS.

Acting pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016. on the protection of individuals 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 inform you that:

- 1) the administrator of personal data is PROSTER sp. z o.o. based in Brzesko (32-800) at ul. Bartosza Głowackiego 67 e-mail: biuro@proster.net.pl tel. +48 14 68 48 300;
- 2) personal data may be processed for:
 - a. performance of contractual obligations,
 - b. fulfilment of legal obligations,
 - c. implementation of marketing activities,
 - d. customer satisfaction surveys,
 - e. ensuring the security of property and employees (including video surveillance),
 - f. communication with contractors,
 - g. the establishment, assertion or defence of claims;
- 3) The legal basis for data processing is:
 - a) conclusion and performance of a contract with the administrator (Article 6(1)(b) of the GDPR),
 - b) fulfilment of legal obligations (Article 6(1)(c) of the GDPR),
 - c) consent in respect of data that are not necessary for the conclusion and performance of a contract with the administrator, in particular for marketing activities (Article 6(1)(a) of the GDPR),
 - d) the administrator's legitimate interest in surveying customer satisfaction, ensuring the safety of property and employees and establishing, asserting or defending claims (Article 6(1)(f) of the GDPR);
- 4) The recipients of personal data may be:
 - a) entities to whom the controller will outsource personal data processing services, e.g. IT service providers and companies, authorities and institutions to which the controller will address correspondence or queries on behalf of the parties,
 - b) authorities authorised by law, including courts and other public administration bodies;
- 5) personal data will be stored for the period required by law and until the termination of the contract with the administrator and the statute of limitations for claims arising therefrom as well as, in the case of data processed on the basis of consent, until that consent is withdrawn; data processed as part of the monitoring system will be stored for up to 3 months after recording, and in the case of customer satisfaction surveys, until the party objects;
- 6) where processing is based on consent, the party has the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent prior to its withdrawal;
- 7) The party has the right of access to the content of its data and the right to rectification, erasure, restriction of processing, the right to data portability and the right to object - exclusively under the terms of the GDPR;
- 8) A party has the right to lodge a complaint with the President of the Data Protection Authority if it considers that the processing of personal data violates the provisions of the GDPR;
- 9) the provision of personal data is voluntary, but insofar as the processing of the data is necessary for the conclusion and performance of a contract with the controller, the consequence of failing to provide such data will be the impossibility to conclude a contract with the controller;
- 10) the administrator has appointed a Data Protection Supervisor; contact at e-mail address: rodo@proster.net.pl;
- 11) in the event of an intention to transfer data to a third country or an international organisation, this intention will be notified by means of a separate notification;