

## **INFORMATION OBLIGATION – COMMERCIAL AGREEMENTS**

1. The Controller of the personal data is POLON-ALFA S.A. with its registered office in Bydgoszcz National Court Register (KRS) No: 0000718974, tax identification number (NIP) 554-03-11-901.
2. Contact with the Controller is possible at telephone number: (+48) 52 36 39 200, e-mail address: polonalfa@polon-alfa.pl or in writing using the contact details.
3. In matters concerning the processing of personal data, please contact us at e-mail address: ochrona\_danych@polon-alfa.pl. or in writing to the Controller's registered office address with the note 'Data Protection'.
4. The Controller processes the personal data of the Counterparty, authorised persons representing the Counterparty and the Counterparty's employees/associates for the purpose of the cooperation, in particular for the purpose of placing and settling orders on the basis of:
  - a) Article 6(1)(b) of the GDPR – in the case of the Counterparty being a natural person conducting business activity or in the case of a partner of a civil law partnership, the personal data shall be processed for the purpose of concluding and executing the agreement on the basis of which the cooperation is based;
  - b) Article 6(1)(f) of the GDPR – in the case of personal data of persons who are not a party to the Agreement on the basis of which the cooperation is based, the legal basis for processing is the legitimate purpose;
  - c) Article 6(1)(f) of the GDPR – in the case of possible investigation or redress of claims arising from the cooperation, the data of the aforementioned persons;
  - d) Article 6(1)(c) of the GDPR – in connection with the fulfilment of legal obligations imposed on the Data Controller, in particular tax law, financial reporting in connection with the implementation of the cooperation;
  - e) Article 6(1)(f) of the GDPR – in connection with carrying out internal activities related to the Controller's business, including audits and sending information about the Controller's products and services – for the performance of the Controller's legitimate interests.
5. If the Controller did not obtain the data directly from the data subject, the personal data in the following areas: first name and surname, e-mail address, telephone number, position/function, place of employment, among others, may have been obtained by the Controller of the personal data from the agreement on the basis of which the Controller processes the data or made available by the Counterparty.
6. Personal data shall be processed for the duration of the Agreement, and after its termination for the time connected with the expiry of any mutual claims related to the execution of the agreement and for the time resulting from the binding provisions of law, including, tax regulations, financial reporting - 5 years – counting from the beginning of the year following the financial year: Article 86 of the Tax Ordinance Act of 29 August 1997 (Journal of Laws 2021.1325, as amended); Article 74 section 2 of the Accounting Act of 29 September 1994 (i.e. Journal of Laws 2021.217, as amended).

7. Recipients of personal data may be:
  - a) external entities entitled to obtain personal data under relevant legislation, including Tax Offices;
  - b) external entities providing and supporting the Controller's ICT systems, as well as other entities providing services related to the current activity of the Controller - on the basis of relevant agreements on entrusting the processing of personal data and ensuring the application by the aforementioned entities of adequate technical and organisational measures to ensure the data protection;
  - c) audit firms;
  - d) law firms that cooperate with the Data Controller;
  - e) banks – for the purpose of financial settlements.
8. You have the right to:
  - a) access and rectify, erase or restrict processing of your data, data portability and the right to object to processing;
  - b) lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office, if you consider that the processing of your personal data violates the provisions of the GDPR.
9. Data shall not be transferred to third countries or international organisations unless this is required by applicable law.
10. Personal data shall not be subject to automated decision-making, including profiling.
11. The processing of personal data is necessary for the execution of the agreement. Failure to provide data results in the impossibility of signing and executing the agreement.
12. The Counterparty undertakes to provide the information referred to in sections 1-11 above to the Party's representatives and employees whose data has been provided to the Controller for the purpose of concluding and performing the agreement.