

# INFORMATION CLAUSE FOR CONTRACTORS

## CeMat'70 S.A.

In order to fulfill the obligations arising from Articles 13 and 14 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 repealing Directive 95/46/EC (hereinafter referred to as the GDPR), we kindly ask you to read the following information.

### 1. Personal Data Controller

The controller of your personal data is CeMat'70 S.A., with its registered office in Warsaw at ul. Wólczyńska 133, 01-919 Warsaw, entered into the Register of Entrepreneurs maintained by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register under KRS number: 0000067845, REGON: 012030799, NIP: 1180006587, share capital of the Company: PLN 10,500,000.00, fully paid up, hereinafter referred to as "CeMat'70 S.A." or the Personal Data Controller.

### 2. Data Protection Officer

To enhance the security of your personal data, the Personal Data Controller has appointed a Data Protection Officer. The Data Protection Officer is the contact person for all matters related to the processing of personal data and the exercise of rights related to the processing of personal data by the Personal Data Controller.

You may contact the Data Protection Officer via:

- e-mail: [t.mirkowski@ceamat70.com](mailto:t.mirkowski@ceamat70.com)
- in writing to the registered office address of the Personal Data Controller indicated in point 1.

### 3. Purposes and Legal Basis for Data Processing

Your personal data is processed:

a) pursuant to Article 6(1)(b) GDPR – for the performance of rights and obligations arising from the conclusion and execution of an agreement during its term and settlements after its completion, such as:

- issuing and storing invoices and accounting documents,
- responding to complaints within the time limits and in the manner specified by law,

b) pursuant to Article 6(1)(f) GDPR – as necessary for purposes resulting from the legitimate interests of the Personal Data Controller, including:

- establishing, defending, and pursuing claims, including the sale of receivables arising from the agreement to another entity,
- applying technical measures enabling image recording (monitoring) in order to ensure employee safety or property protection, pursuant to the Polish Labour Code of 26 June 1974 (Journal of Laws of 2022, item 1510), Article 22<sup>2</sup>,

c) pursuant to Article 6(1)(a) GDPR – for the purpose of marketing the Controller’s own products after obtaining your prior consent.

#### **4. Recipients of Personal Data**

Your personal data may be transferred to the following categories of recipients:

- a) contractors of the Personal Data Controller within the scope necessary for the performance of agreements,
- b) service providers supplying the Personal Data Controller with technical and organizational solutions enabling the management of the Controller’s organization (in particular courier and postal companies, ICT service providers),
- c) entities conducting payment activities (banks, payment institutions) for settlement purposes,
- d) other entities providing services to the Personal Data Controller, in justified cases where it is necessary for the performance of an agreement or the proper functioning of the Personal Data Controller,
- e) competent authorities, courts, state and local government institutions, or other institutions performing public tasks, if the obligation to disclose/transfer data results from applicable law or if it is necessary for the assertion of rights or claims of the Personal Data Controller.

#### **5. Transfer of Data Outside the European Economic Area (EEA)**

The Personal Data Controller does not transfer your data to third countries, i.e. outside the territory of the EEA (comprising the European Union, Norway, Liechtenstein, and Iceland).

#### **6. Data Retention Period**

Personal data will be stored for the period required to fulfill the individual legal obligations imposed on the Personal Data Controller, namely:

- for the period specified by applicable laws, e.g. tax regulations,
- for the duration of the agreement, and afterward until the limitation period for claims arising from the agreement expires, and in the event of pursuing claims – for the duration of such proceedings,
- CCTV recordings – for up to 21 days.

#### **7. Data Obtained from Other Sources**

7.1. If you make payments through a bank or payment institution, we will obtain information regarding the account and institution from which the payment was made. This data will be processed to verify whether the required payment has been made and, if necessary, for settlement purposes.

## **8. Rights of the Data Subject**

You have the right to request from the Personal Data Controller access to your personal data, rectification (correction), deletion of data subject to limitations under Article 17 GDPR, restriction of processing (suspension of operations on data or non-deletion of data depending on the submitted request), the right to data portability, as well as the right to object to the processing of your data for direct marketing purposes.

To exercise the above rights, please contact the Personal Data Controller via the communication channels indicated above.

## **9. Right to Lodge a Complaint with a Supervisory Authority**

You also have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, if your personal data is processed in violation of applicable law.

## **10. Is Providing Data Mandatory?**

If providing your personal data is necessary for concluding an agreement with CeMat'70 S.A., providing such data is a condition for concluding the agreement. Providing personal data in this case is voluntary; however, failure to provide the data will result in the inability to conclude and subsequently perform the agreement.

## **11. Automated Decision-Making**

Your personal data is not subject to automated decision-making, including profiling.