

# INFORMATION CLAUSE FOR PERSONS CONTACTING CEMAT'70 S.A. VIA THE CONTACT FORM

In order to fulfill the obligation arising from Article 13 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 "CNPME 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@cemat70.com](mailto:t.mirkowski@cemat70.com)
- telephone: +48 503 640 010
- 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)(a) GDPR – to enable e-mail contact with the Controller and communication with addressees. Processing is necessary to provide responses to submitted inquiries and requests.

b) pursuant to Article 6(1)(f) GDPR – receiving inquiries and requests via e-mail. Processing is necessary for handling submitted matters.

c) pursuant to Article 6(1)(b) GDPR – receiving inquiries and requests via e-mail. Processing is necessary for the performance of a concluded agreement (if the inquiry or request concerns an existing agreement).

d) pursuant to Article 6(1)(f) GDPR – the legitimate interest of the Controller, namely protection against claims and pursuing possible claims.

#### **4. Scope of Personal Data Processed by the Personal Data Controller**

The following personal data will be processed:

- a) identification data, i.e. first name, surname, and other data provided by you,
- b) e-mail address.

#### **5. Recipients of Personal Data**

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

- a) service providers supplying the Personal Data Controller with technical and organizational solutions enabling the management of the Controller's organization (in particular ICT service providers),
- b) 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,
- c) 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.

#### **6. 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).

#### **7. Data Retention Period**

- 7.1. Your data will be processed for the period necessary to provide a response/clarification of the matter.
- 7.2. Data relating to e-mail correspondence will be stored for a maximum of 5 years from the last contact you had with us. This period is calculated from the end of the calendar year in which the last contact occurred.
- 7.3. Data extending beyond standard correspondence or e-mail communication concerning, for example, settlements, claims, or inspections, will be stored for the period provided by law or until the expiry of limitation periods for claims.

#### **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.

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?**

Providing data is voluntary; however, failure to provide data will result in the inability to contact you and respond to your message.

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

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