

INFORMATION ON PERSONAL DATA PROCESSING BY EUROBENT SP. Z O.O.

To whom the information is addressed?

The clause describes the principles of personal data processing:

- Clients and contractors;
- Prospective clients;
- Recipients of marketing content;
- Persons operating on behalf of the clients;

and is transmitted in accordance with the obligation resulting from art. 13 and 14 of the Regulation PEiR (EU) no. 2016/679 of the 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on free movement of such data and repealing of the Directive 95/46/EC (O.J. EU of 2016, 119, page 1 as amended) – hereinafter referred to the GDPR.

Data of the administrator and his contact data.

The administrator, i.e. the subject responsible for keeping confidentiality of your data is:

Eurobent Sp. z o.o. z with its registered office in Świdnica, ul. Kliczkowska-Street 42,
tel. 0048/74 857 71 88, e-mail office@eurobent.com.

Persons categories	Purposes of processing	Legal basis
Clients and contractors	*conclusion and realization of contracts, including an order of services or a complaint; * issuance of an invoice, an accounting settlement, a tax payment; *protection and seeking claims; *mitigation of contact through giving additional data as the Internet communicator data.	*concluded agreement (art. 6, it. 1, let. b GDPR); * The tax provisions, especially the value added tax act, the accountancy act (art. 6, it. 1, let c. GDPR); * A legally justified interest of the administrator which is to enable the Administrator to protect and pursue claims (art. 6, it. 1, let. f GDPR); *A voluntary consent (art. 6, it. 1, let. a GPDR)

Persons categories	Purposes of processing	Legal basis
Prospective clients	*Presentation of goods and services; *Establishing business cooperation; *Direct marketing; *Answering questions to the questions asked	*A legally justified administrator's interest, what is a possibility of establishing business relations, describing own offer upon request of a prospective client and answering questions (art. 6, it. 1, let. f RODO); *A consent to transfer trade and marking information electronically (art. 6, it. 1, let. a GDPR).
Recipients of marketing content	*Direct marketing	*A consent to transfer trade and marking information electronically (art. 6, it. 1, let. a GDPR),
Person acting on behalf of clients and contractors	*Providing an ability to conclude and realize a contract with a subject on behalf of which this person acts	*A legally justified administrator's interest, what is a possibility of establishing business relations and contact clients' and contractors' agents due to matters connected with it (art. 6, it. 1, let. f GDPR) *The provisions of the Civil Code (art. 6, it. 1, let. c GDPR).

Rights granted by virtue of the GDPR.

Each person has a right to:

- withdraw the consent on the basis of which the data is processed;
- demand from the Administrator to have an access to their personal data, rectify, remove or limit of its processing or a right to raise the objection against its processing and a right to transfer data.

In order to exercise the rights, you should contact the Administrator in writing, by mail or phone.

A right to lodge a complaint.

Each person, whose data is processed by the Administrator has a right to lodge a complaint against illegal data processing to the President of UODO (Information on principles of lodging complaints: <<http://uodo.gov.pl/pl/83/155>>).

Recipients of the data.

The data can be disclosed to the entities assuring a proper service working as a website or a software to send e-mails. The data of clients or contractors can be disclosed to cooperating law firm, an accountancy office, a collection agency, an accountancy bureau, a post operator or a courier company.

A source of data and a scope of the data disclosed.

The administrator collects data directly from persons to whom data refers.

However, personal data of persons acting on behalf of clients and contractors can be disclosed to the Administrator in a content of the contracts or orders concluded. A scope of such data is a name, a surname, a position, a workplace and business contact data.

The administrator can also collect data from generally available sources as the National Court Registry, the Central Registration and Information on Business or the white list of taxpayers in order to establish cooperation or verify registration data of clients/contractors. A scope of collected data is consistent with publicly disclosed information in these information registers.

A period of data storage.

Categories of persons	The period of date storage
Clients and contractors	5 years after completion of a contract and in case of lodging claims until their satisfaction or an expiration of a cooperation establishment time and a contract conclusion (since then, data is processed as a client's data). In case of failing to establish cooperation the data will be removed immediately, unless its storing will have a justification in a defense against claims, then until an expiration of these claims.
Prospective clients	Until establishing cooperation or concluding a contract (since then, data is processed as a client's data). In case of failing to establish cooperation, the data will be removed immediately, unless its storing will have a justification in a defense against claims, then until an expiration of these claims.
Recipients of marketing contents Persons acting on behalf of clients and contractors	Until stopping transferring marketing information, filing an objection against it or withdrawal of a consent. Data specified in contracts until 5 years after one year of this contract termination.

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	<p>Data connected with a correspondence for 3 years after receiving a message.</p> <p>In case of any claims connected with acting on behalf of a client or a contractor, until their satisfaction or expiration.</p>
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Freedom to disclose data.

Categories of persons	The period of date storage
Clients and contractor	Giving data is voluntary within the scope of data needed to conclude and realize a contract, but necessary. A failure to give it, will prevent from realize this action. A client or contractor are obliged to give data necessary to issue an invoice in accordance with the tax provisions. A failure to give it will prevent from issuing an invoice.
Prospective clients	Giving data is voluntary, but necessary to establish a cooperation or transfer an offer.
Recipients of marketing contents	Giving data is voluntary, but necessary to receive information
Persons acting on behalf of clients and contractors	Giving data is voluntary within the scope of data needed to conclude and realize a contract, but necessary. A failure to give it, will prevent from realize this action. Within the scope of other data, giving data is voluntary and do not affect a cooperation with clients and contractors.

Electronically signed by Anna Kołodko, Director of Administration and Finance.

Contact: a.kolodko@eurobent.com

Status valid on: 30.07.2021

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