

INFORMATION CLAUSE FOR CUSTOMERS AND POTENTIAL CUSTOMERS

regarding the method of processing personal data

(Revision No. 2 of 07.05.2019)

Pursuant to art. 13 clause 1 and 2 of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR), we inform that:

1. The Controller of your personal data is ENDOX POLSKA Sp. z o.o., ul. Cieszyńska 365, 43-382 Bielsko-Biała, which can be contacted by e-mail at: biuro@endox-polska.pl, or by phone at 33 82 21 441.
2. Your personal data obtained by us may be used for the following purposes:
 - 2.1. The conclusion and our performance of the contract / order for the duration of the contract / order fulfilment and settlements after its termination (legal basis Art. 6 clause 1 letter b of GDPR);
 - 2.2. The performance of legal obligations imposed on us (based on art. 6 clause 1 letter c) i.e. issuing and storing invoices and accounting documents;
 - 2.3. The legitimate interests of the controller (art.6 clause 1 letter f of GDPR) consisting in ensuring the safety of people staying on the premises of our company and the protection of property located on its premises by visual monitoring; Please be advised that we will keep recordings for a period pursuant with the law, no longer than 3 months from recording the image.
 - 2.4. The legitimate interests of the controller (art. 6 clause 1 letter f of GDPR) consisting in ongoing correspondence with clients, answering questions, providing information about products and services provided by the company, as well as communicating on other matters related to the controller's activities.
 - 2.5. Determining, defending and pursuing claims - for the period after which the claims arising from the contract expire pursuant to art. 6 clause 1 letter f of GDPR.
 - 2.6. Contact using e-mail in order to conduct correspondence related to the concluded contract or the desire to conclude a contract pursuant to art. 6 clause 1 letter b of GDPR or to promote own services - pursuant to art. 6 clause letter f of GDPR, the legitimate interest of the administrator being the sale and promotion of own products.
 - 2.7. Other than those mentioned above, based on individually expressed consent (art. 6 clause 1 letter a of GDPR).
3. We will use the collected personal data:
 - a) for the duration resulting from legal provisions,
 - b) for the duration of the contract, e.g. issuing an invoice,
 - c) for the duration the data is required to be stored pursuant to the regulations, e.g. tax data;
 - d) for the time during which we may face the legal consequences of non-performance of the obligation, e.g. incur a financial penalty from state offices;
4. Providing your personal data which follows from the legal provisions is obligatory. In other cases, it is voluntary. However, failure to provide them may result in the inability to conclude a contract or answer questions. In the case of video monitoring, the consent shall be a condition for entering the premises of our company. If you do not agree to the processing of images in the form of video monitoring, do not enter the marked recording area,

INFORMATION CLAUSE FOR CUSTOMERS AND POTENTIAL CUSTOMERS

regarding the method of processing personal data

(Revision No. 2 of 07.05.2019)

5. The recipients of your personal data may be:

- a) entities authorized by law,
- b) authorized employees of the controller,
- c) delivery / services subcontractors (e.g. technical, organizational, data communications services, courier or postal companies).

6. At any time (regarding the personal data) you can apply for:

- a) accessing your personal data (receiving information about the data we process and for a copy of the data);
- b) rectification (correction) of the data;
- c) deletion of data processed without valid reason;
- d) limitation of processing (suspension of data operations);
- e) transferring data to another controller.

You can exercise these rights by submitting an application at the headquarters of our company or by calling the contact phone number provided on our website - www.endox-polska.pl. Please also note that the above rights are not absolute and subject to exceptions to their application pursuant to the regulations.

7. Notwithstanding the rights listed above, you can object to the processing of your data at any time, if the basis for the use of the data is our legitimate interest (art. 6 clause 1 letter f of GDPR). In such a situation, after examining the application, we will no longer be able to process the personal data covered by the objection, unless we indicate: valid legitimate grounds for data processing, which according to the law are considered to be superior to your interests, rights and freedoms or there are grounds for the establishment, exercise or defence of legal claims.
8. If your data that we use is not necessary for the performance of the contract / order fulfilment, does not result from a legal obligation or does not constitute our legitimate interest, we may ask you for consent to use your data in certain ways. Such consent may enable, for example, the use of your data for marketing and promotional purposes. You can withdraw your consent at any time by sending an email to the controller's email address at: biuro@endox-polska.pl
9. You have the right to lodge a complaint to the Chairman of the Personal Data Protection Authority if you believe that the processing of your personal data violates the provisions of the law.
10. Your data will not be transferred to a third country or to an international organization.
11. Your personal data will not be subject to automated decision making, including profiling.
12. The controller has not appointed a Data Protection Officer, therefore all matters regarding the protection of personal data should be directed to the President of the Board of Endox-Polska Sp. z o.o. to the controller's correspondence address or by phone to the number indicated on our website at www.endox-polska.pl