

INFORMATION ON PERSONAL DATA PROCESSING

for representatives and contact persons of the Client/Contractor

1. Who is the Administrator of your personal data?

The controller of your personal data is Transparent Data, a limited liability company, with its registered office in Poznań, at ul. Mickiewicza 27/5, 60-835 Poznań (the "Company").

You can contact the Company's Data Protection Officer regarding matters related to the processing of your personal data in writing to the Company's address or by email at gdpr@transparentdata.pl.

2. From whom did the Company obtain your personal data?

Your personal data in the scope of:

- Your first name(s) and last name,
- position held,
- e-mail address or telephone number, or other contact details necessary for communication were provided to the Controller by the Contractor with whom you concluded a cooperation agreement, under which you were designated as the person authorized to represent or contact on behalf of the Contractor in matters related to the implementation of this agreement.

3. For what purposes and on what legal basis does the Company process your personal data?

The Company uses your data to pursue its legitimate interests (pursuant to Article 6(1)(f) 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 (General Data Protection Regulation, hereinafter "GDPR")).

The Company's legitimate interests will consist of:

- establishing representation authorized to act on behalf of the Contractor
- maintaining ongoing contact in matters related to the performance of the contract concluded between the Company and the Contractor
- establishing, pursuing, or securing against potential claims arising from the conclusion and performance of the aforementioned contract
- for the Company's internal administrative purposes, including in connection with audits and internal controls carried out by the Company

The Company will use your data throughout the duration of the contract concluded with the Contractor, and after that period – to the extent and for the time required by law (in particular for the time necessary to secure claims in connection with the performance of the contract).

4. Who has access to your personal data?

The Company may share your data with:

- entities providing ICT and organizational services;
- entities providing services to the Company, including advisory services and legal assistance;
- entities specified in generally applicable law, including public authorities;
- entities from the Kaczmarek Group (<https://kaczmarekgroup.pl/grupa>).

5. Does the Company transfer personal data to countries outside the EU/EEA?

Your personal data are processed for the purposes indicated above only within the territory of the European Economic Area.

6. How long does the Company store your personal data?

The Company will use your data throughout the duration of the contract concluded with the Contractor, and after this period – to the extent and for the time required by law (in particular for the time necessary to secure claims in connection with the performance of the contract).

7. What are your rights as a data subject?

As a data subject, you have the right to:

- 1) request access to your personal data (Article 15 of the GDPR);
- 2) request the rectification of inaccurate or incomplete personal data (Article 16 of the GDPR);
- 3) request the deletion of your personal data if:
 - the data is no longer necessary for the purposes for which it was collected by the Company; - you object to the processing of the data and the Company has no overriding legitimate grounds for processing, or you object to the processing of personal data for direct marketing purposes;
 - the data was processed unlawfully;
 - the data should be deleted to comply with an obligation under the law, or the data was collected in connection with the provision of information society services offered to children;

The right to delete data does not apply to data processed on the basis of applicable law or data processed for the purpose of establishing, defending or pursuing possible claims;

- 4) request the restriction of the processing of your personal data (Article 18 of the GDPR), if the data is inaccurate – for a period enabling the Company to verify the accuracy of the data; the data is processed unlawfully, but you do not wish for it to be erased; the data is no longer required by the Company, but you may require it to defend or pursue claims; you object to the processing of your personal data – pending determination of whether the legitimate grounds for processing override the basis for the objection;

- 5) data portability (Article 20 of the GDPR), if the processing is based on your consent or a contract concluded with you and such processing is carried out automatically.
- 6) object to the processing of your personal data (Article 21 of the GDPR), if the data is processed on the basis of a legitimate interest or for statistical purposes, and the objection is justified by your particular situation, or if your personal data is processed for direct marketing purposes.

Furthermore, you have the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Office for Personal Data Protection (Article 77 of the GDPR).

8. Does the Company use automated decision-making based on personal data?

We do not make automated decisions about you based on profiling information about you.