

## **INFORMATION CLAUSE FOR CONTRACTORS**

### **ANDROPOL JOINT-STOCK COMPANY BASED IN ANDRYCHÓW**

In accordance with the provisions 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 "GDPR"), we inform you as a contractor of the Company that:

#### **I. IDENTITY AND CONTACT INFORMATION OF THE ADMINISTRATOR**

The administrator of your personal data (hereinafter referred to as the "administrator") is Andropol joint-stock company, based in Andrychów (34-120) at 83 Krakowska Street, registered in the Register of Entrepreneurs of the National Court Register kept by the District Court for Kraków Śródmieście, XII Division of the National Court Register under the KRS number 0000109997, NIP 5510007736, REGON 071000677, with the share capital of PLN 10,163,784.00, contact details: 83 Krakowska Street, 34-120 Andrychów, e-mail address: sekretariat@andropol.pl

#### **II. PURPOSES AND LEGAL BASIS OF PERSONAL DATA PROCESSING**

Your personal data will be processed:

1. on the basis of Article 6(1)(b) of the GDPR for the purposes necessary to perform the contract concluded with you or to take actions at your request before concluding such contracts;
2. in order to fulfill legal obligations incumbent on the administrator, on the basis of Article 6(1)(c) of the GDPR, including but not limited to. obligations arising from tax and accounting regulations, including obligations to archive (store) personal data, and from the provisions of the Civil Code, including obligations related to the processing of complaints reported under the warranty regulations;
3. on the basis of Article 6(1)(f) GDPR for the purpose of possible establishment, investigation or defense against claims being the realization of our legitimate interest in this regard.

#### **III. INFORMATION ABOUT RECIPIENTS OF PERSONAL DATA**

The recipients of your personal data are:

1. The entity providing us with accounting and billing services - Cooperative COTTON-TECH with its seat in Andrychów (34-120) ul. Krakowska 83, registered in the Register of Entrepreneurs of the National Court Register kept by the District Court for Krakow - Śródmieście, XII Economic Department of the National Court Register, KRS 0000146991, NIP 5651422130, REGON 110705793
2. The entity providing us with secretarial services - CONSUO-TECH spółka z ograniczoną odpowiedzialnością with its registered office in Białystok (15-688) at Przędzalniana 8, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court in Białystok, XII Economic Division of the National Court Register, KRS 0000880386, NIP 9662146730, REGON 388012815
3. The entity providing us with services related to maintenance of computer hardware and software - Piotr Kulakowski conducting business activity under the name BIACOM Piotr Kulakowski, permanent place of business - Białystok (15-688) Przędzalniana 8 Street, NIP 9660698750, REGON 200060579.

4. The entity providing us with e-mail hosting services and the server where the data files are stored - Domena.pl limited liability company, based in Bydgoszcz (85 - 022), at ul. Gdańska 119, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court in Bydgoszcz, XIII Economic Division of the National Court Register, KRS 0000090753, NIP 5542468096, REGON 093031034

5. The entity responsible for software used in workplaces – Forterro Polska spółka z ograniczoną odpowiedzialnością with its registered office in Katowice (40-203) Al. Walentego Roździeńskiego 188 H, entered in the register of entrepreneurs of the National Court Register by the Court of Katowice - Wschód in Katowice, VIII Economic Department of the National Court Register KRS 0000705385, NIP 6340134346, REGON 003469134

6. The entity which is a postal operator - Poczta Polska joint stock company with its registered office in Warsaw at 8 Rodziny Hiszpańskich Street, 00-940 Warsaw; KRS 0000334972, NIP 5250007313, REGON 010684960 and couriers

7. The entities providing us with the service of the monitoring system, i.e. Stekop Patrol spółka z ograniczoną odpowiedzialnością based in Porosły-Kolonia, ul. Owocowa 6 , Porosły-Kolonia 16-070, entered in the Register of Entrepreneurs of the National Court Register by the District Court in Białystok XII Economic Department of the National Court Register KRS: 0000618960, NIP: 9662104246, REGON: 364523925 in the case of monitoring at sites in Białystok and SERIS LAAM spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw, ul. Jana Kazimierza 55, 01-267 Warsaw, entered in the Register of Entrepreneurs of the National Court Register by the District Court for the Capital City of Warsaw XII Economic Division of the National Court Register KRS: 0000104881, NIP: 5832702910, REGON: 192086930, in the case of monitoring at sites in Andrychów.

8. The entity providing us with electronic delivery box service – Minister of Digitization, Aleje Ujazdowskie 1/3, 00-583, Warsaw.

9. The entity providing services for the management of information between users in the corporate network, i.e. primarily Sharepoint services under the Microsoft 365 service, the company Microsoft Ireland Operations Limited, Attn: Data Protection Officer, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland.

10. Law firms, should your personal data prove necessary for the establishment, assertion or defense of claims

#### IV. TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY

As a rule, the Administrator does not transfer your personal data to a third country. The exception in which your personal data may be transferred to a third country is the transfer of such data performed by the provider of the Office 365 software and Sharepoint service, namely Microsoft Ireland Operations Limited, which informs that in certain situations data may be transferred to the United States of America. In doing so, the aforementioned company informs that it relies on standard contractual clauses according to European Commission guidelines and the DPF (Data Privacy Framework) agreement for the transfer of data.

#### V. RETENTION PERIOD OF PERSONAL DATA

Your personal data will be stored by the administrator until the statute of limitations for potential claims related to the performance of the contract, and in the scope of data in respect of which the applicable law prescribes their storage for a longer period - until the expiration of this period. Such a

longer period of time is specified, for example, for accounting evidence relating to commercial contracts, which, in accordance with the Accounting Act, are kept for 5 years from the beginning of the year following the fiscal year in which operations, transactions and proceedings were finally completed, paid off, settled or time-barred.

#### VI. RIGHTS OF THE DATA SUBJECT

You have the right to request from the administrator access to, rectification, erasure (pursuant to Article 17 of the GDPR) or restriction of processing (pursuant to Article 18(1) of the GDPR) of personal data concerning you. In order to exercise any of the above rights, you should address the relevant request to the administrator, e.g. in person, by phone, by email or by correspondence, using the administrator's contact information indicated in point I. above.

#### VII. RIGHT TO OBJECT

To the extent that the processing of your personal data is based on Article 6(1)(f) of the GDPR, you have the right to object at any time - for reasons related to your particular situation - to the processing of your personal data, pursuant to Article 21(1) of the GDPR. In order to exercise your right to object, you should address a relevant request to the administrator, e.g. in person, by phone, email or by correspondence, using the administrator's contact information indicated in point I. above.

#### VIII. RIGHT TO LODGE A COMPLAINT TO THE SUPERVISORY AUTHORITY

You have the right to lodge a complaint to the supervisory authority if you believe that the processing of your personal data by the administrator violates the provisions of the GDPR. Pursuant to Article 77 of the GDPR, a data subject has the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, his or her place of work or the place where the alleged GDPR violation was committed. The supervisory authority in the Republic of Poland is the President of the Office for Personal Data Protection.

#### IX. REQUIREMENT TO PROVIDE PERSONAL DATA

The provision of your personal data for the purpose of performance of the contract is a contractual requirement, i.e. refusal to provide personal data may prevent you from entering into a contract with the Company.

#### X. AUTOMATED DECISION-MAKING, INCLUDING PROFILING

The Administrator does not perform automated decision-making or profiling.