

## **INFORMATION OBLIGATION CONCERNING PERSONAL DATA**

under the Regulation of the European Parliament and of the Council (EU) 2016/679 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, GDPR).

To adequately protect personal data, the data subject must be informed about the processing of the data subject's personal data referred to in Art. 13 or 14 of the GDPR, depending on whether the data is obtained directly from the data subject or from other sources.

**We hereby inform you that** the controller is SARRIS-DARM Sp. z o.o., with its registered office in Czechów, Santok.

The personal data is processed on the grounds of Art. 6.1.f of the GDPR, i.e. the processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

**We hereby inform you** that to the extent of our activities, we process:

- Personal data of data subjects: customers/business partners, potential customers/business partners, as well as their employees and partners (the scope of data: first names, surnames, business data, contact data, addresses, bank account numbers, registration data (e.g. VAT No (NIP), PESEL).
- Personal data connected with our everyday operations: data of entities contacting the company and their employees and business partners (first name and surname of a person, business data, contact data, address, registration data).
- Data of applicants (recruitment): personal data provided by an applicant or a recruitment company, such as first name and surname, date of birth, contact data, address details, education, professional experience, professional authorisations. During recruitment, the personal data is acquired on the basis of the applicant's consent. The person that has given the consent has the right to withdraw the consent any time without prejudice to the compliance of prior processing.

### **PURPOSES OF THE DATA PROCESSING:**

- Enter and perform agreements;
- Fulfil legal obligations, including without limitation, complaint lodging and reviewing, data storing for the purpose of future proceedings by authorised bodies;
- Legitimate legal interest: documenting transactions; identifying, defending and pursuing claims; direct marketing; preparing lists, analyses and statistics, including turnover and sales, for internal purposes, verifying a business partner's creditworthiness, archiving.

## ORIGIN OF PERSONAL DATA

The data we process is provided directly by data subjects or is obtained from other controllers we cooperate with or comes from commonly available sources (e.g. KRS, CEIDG, Internet).

## DATA RECIPIENTS

We can share the data with our processors: entities acting as intermediaries in our transactions, subcontractors, entities providing advisory, consultancy, training, audit, IT services, legal, tax, accounting assistance, other controllers which process the data on their behalf and whose share is necessary to carry out relevant actions, including without limitation insurers, public administration authorities, courts, bailiffs, couriers, post operators, banks, entities cooperating with us for book-keeping, tax or legal purposes, to the extent to which they become data controllers.

As a rule, the personal data is given voluntarily. However, without the data it may be impossible to enter into an agreement.

## DURATION OF DATA PROCESSING

We process the data for time necessary to achieve the purpose of processing. Thereafter, we archive the personal data in accordance with applicable legal regulations. Given statutory limitation periods applicable to civil-law claims and public legal claims, the personal data is erased after 10 years from the end of the year the purpose of processing is achieved.

## AUTOMATED DECISION-MAKING

We do not make decisions based solely on automated data processing, including profiling.

## TRANSFER OF THE DATA OUTSIDE THE EEA

If it is necessary to make a transaction with a business partner outside the EEA, the personal data is likely to be transferred outside the EEA.

As a rule, the data is transferred outside the EEA on the basis of standard contractual clauses approved by the European Commission.

## RIGHTS OF DATA SUBJECTS

Data subjects have the right to:

- 1) **rectification** to the extent and under terms and conditions set out in Art. 16 of the GDPR;
- 2) **erasure** to the extent and under terms and conditions set out in Art. 17 of the GDPR;
- 3) **restriction of processing** (stopping operations on data or data erasure, as specified in the request) to the extent and under terms and conditions set out in Art. 18 of the GDPR;
- 4) **access** (based on request for information about the data or a copy of the data) to the extent and under terms and conditions set out in Art. 15 of the GDPR;
- 5) **data portability** to the extent and under terms and conditions set out in Art. 20 of the GDPR;
- 6) **object** to personal data processing (including profiling) if the data is used on the basis of our legitimate interest, to the extent and under terms and conditions set out in Art. 21 of the GDPR.

To exercise any of the rights, send a request including the scope of data subject to the request to the Controller's address.

To protect the data against unauthorised access, we can request additional identification of the data subject or additional information.

These rights stem from applicable legal regulations and the exercise thereof is dependent on the legal basis and purpose of data processing.

The data subject has the right to **lodge a complaint with a supervisory authority** in charge of personal data processing.

Contact with the Controller: 95 7 324 596; [biuro@sarrisdarm.com](mailto:biuro@sarrisdarm.com)