

Information clause on the processing of personal data

As of 25 May 2018, the General Data Protection Regulation (GDPR) is in force. This is a regulation of the European Parliament and the EU Council aimed at harmonizing the rules for the processing of personal data within the EU.

Changing the regulations does not require your involvement, but we want you to have all the necessary information resulting from the GDPR, i.e. how we process and protect your personal data.

The administrator of your personal data is EURO CERAS Spółka z ograniczoną odpowiedzialnością with its registered office in Kędzierzyn-Koźle at Szkolna 15 entered into the register of entrepreneurs of the National Court Register under number 70429.

We make sure that the data is properly secured and that its processing is clear, reliable and in accordance with the regulations.

We assure you that in our proceedings we are guided by legal provisions regulating the principles of personal data protection. Personal data protection solutions applied in our company meet the required information security standards.

For what purposes and how do we process your personal data?

During the execution of business contacts (in order to receive commercial offers, promotional mailings) we obtain your personal data. It is:

- Surname and first name
- Address of business premises
- NIP, REGON
- Place of work:
- Phone number
- E-mail address
- Identification data of the identity document
- PESEL number

We obtain this information from you on the basis of your consent (Article 6 (1) a GDPR) which you can withdraw at any time, and based on the legitimate interest of the Administrator (in accordance with Article 6. paragraph. 1 letter f GDPR), i.e. for the purpose of servicing, investigating and defending in the event of mutual claims, including in the case of withdrawal of the contractor from the contract, prevention of fraud, consideration of the complaint.

The above data is necessary for the implementation of commercial activities, including the conclusion and performance of the contract (Article 6, paragraph 1 b of the GDPR), the implementation of accounting, accounting and tax obligations, and also for the proper conduct of marketing activities and access to the archive.

We process the data during the term of the contract (active cooperation of the parties) and after its termination for the period necessary for tax settlements or expiration of claims, unless the provisions do not require us to delete the data earlier.

Who do we give your data to?

In connection with the processing of data for the purposes set out above, your personal data may be transferred or entrusted to the following entities, who are:

- providing outsourcing services to us,
- providing us with accounting services,
- providing us with IT services and maintaining our IT infrastructure,
- providing marketing services to us,
- entities associated with the Administrator at home and abroad, including members of the KEIM ADDITEC GROUP of companies supporting our commercial or production activities
- public authorities, based on statutory requirements.

Transmission of data to third countries (countries outside the EEA) takes place only for the purpose required to perform the contract and on the basis of appropriate legal bases. This means that, by providing your data we make sure that it has been processed only by entities providing an adequate level of protection. For this purpose, before we transfer data outside the EEA, we check in detail the fulfilment of this requirement. We determine whether the European Commission has issued a decision stating the appropriate level of data protection in the country to which the data will be transferred. In the event of the need to transfer data to entities from the United States, we make sure that your data is processed only by entities that have joined the EU - US Privacy Shield Program. *Privacy shield*) and committed to comply with certain rules and obligations set out in the European Commission's decision of July 12, 2016 introducing this program (entities from the list <https://www.privacyshield.gov/list>). If it is necessary to transfer data to an entity from outside the EEA, in a different case than described above, we perform such action only on the basis of a contract whose provisions ensure an adequate level of protection through the use of collateral listed in the GDPR or after obtaining the permission of the competent supervisory authority.

What rights do you have in connection with processing your personal data?

- **The right to rectify data** - that is, to correct personal data when it is incorrect, has changed, has become obsolete.
- **The right to partial or complete deletion of data ("the right to be forgotten")** - that is, the deletion of data that is processed without a legitimate legal basis.
- **The right to limit the processing of data** - that is, limitations of data processing only to their storage.
- **The right to access data** - that is, to obtain information about the purpose and method of processing your personal data and data copies.
- **The right to move data** - that is, to obtain your personal data, which you have passed on to us or to another administrator, to whom we should pass it to, if this is technically possible.
- **The right to withdraw consent** - you can withdraw any consent you have given at any time. We will no longer process the data in the purpose indicated by your order (the scope of this right and the situations when it can be used depends on the law, for example, we may process your data in accordance with law if we implement the Agreement concluded with you).

You can exercise your rights by submitting the application via any communication channel:

- By sending an e-mail to info@euroceras.pl
- By sending to the correspondence address: EUROCERAS Spółka z o.o., ul. Szkolna 15, 47-225 Kędzierzyn-Koźle.

You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you believe that the processing of your personal data violates the law.

You will find us at: EUROCERAS Spółka z o.o., ul. Szkolna 15, 47-225 Kędzierzyn-Koźle or at www.euroceras.com