

PRIVACY POLICY

in the scope of performing information obligations under Article 13 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

Przedsiębiorstwo Usługowo Produkcyjne Galwa-Met Frankowski Romuald

Brzeźno, ul. Sosnowa 20, 62-513 Krzymów

NIP 6651012272, REGON 310101913

Clause for Contractors

**pursuant to art. 13 of the GDPR (provided in the case of collecting data from the data subject)
Respecting your privacy and ensuring that you know how your personal data is processed, we
present a set of the most important information related to the EU Regulation 2016/679, referred to as
the General Data Protection Regulation ("GDPR"):**

PERSONAL DATA CONTROLLER

The controller of your personal data is Przedsiębiorstwo Usługowo Produkcyjne Galwa-Met Frankowski Romuald, Brzeźno, ul. Sosnowa 20, 62-513 Krzymów, NIP 6651012272, REGON 310101913 E-mail contact: galwa-met@galwa-met.pl

PURPOSES AND LEGAL BASIS FOR PERSONAL DATA PROCESSING

We inform you that your personal data may be processed for the purposes described below, and the scope of necessary data that we will obtain is: first name, last name, company name, business address, delivery address, e-mail, user name, registration date, Tax Identification Number, order information, IP address, device information,

- a) conclusion and performance of the contract, pursuant to art. 6 sec. 1 letter b of the GDPR - processing is necessary to take action prior to the conclusion of the contract and the performance of the contract.
- b) fulfillment of legal obligations incumbent on the administrator in connection with keeping accounting and tax documentation pursuant to art. 6 sec. 1 letter c of the GDPR resulting from the Act of 29 September 1994 on accounting, the Act of 15 February 1992 on corporate income tax,
- c) debt collection, pursuant to the legitimate interest of the administrator - art. 6 sec. 1 letter f of the GDPR, which is to maintain financial liquidity,
- d) pursuing claims and defending against claims pursuant to the legitimate interest of the administrator - art. 6 sec. 1 letter f GDPR, which is the protection of interests and taking care of good name,
- e) considering and submitting complaints, filed complaints, applications and other comments regarding cooperation in connection with the performance of the contract based on the legitimate interest of the administrator - art. 6 sec. 1 letter f GDPR, which is taking care of the quality of services provided and fulfilling the provisions of the contract

TIME FOR WHICH WE WILL PROCESS PERSONAL DATA

Your personal data will be processed for the following period:

- a) personal data processed for the purpose of concluding and performing the agreement, handling complaints or other requests from the contractor related to the cooperation agreement - until the cooperation agreement is terminated,

- b) personal data resulting from tax documentation - a maximum of 5 years from the end of the calendar year in which the tax payment deadline expired,
- c) personal data processed for the purpose of pursuing claims and defending against claims - until the claims are time-barred,
- d) personal data processed for the purpose of debt collection - until full settlement.

CATEGORIES OF DATA RECIPIENTS

The recipients of data may be entities from the following categories:

- a) entities cooperating with the administrator providing advisory and legal services,
- b) entities authorized under applicable law (in particular courts and state authorities);
- c) entities providing IT services and e-mail and website hosting acting on behalf of the administrator,
- d) entities providing postal and courier services acting on behalf of the administrator,
- e) banks and other financial institutions in connection with the execution of receivables under the agreement
- f) entities providing accounting and bookkeeping services for the administrator,

YOUR RIGHTS

In connection with the fact that we process your personal data, you have the right to:

- 1) request access to your personal data,
- 2) request rectification of your personal data,
- 3) request deletion or restriction of processing of your personal data,
- 4) transfer of personal data (processed on the basis of a contract).

RIGHT TO OBJECT

In addition, you have the right to object to the processing of personal data in the cases specified in Article 21 of the GDPR.

RIGHT TO FILE A COMPLAINT

If you believe that your personal data is being processed in a manner inconsistent with the requirements of the law, you have the right to file a complaint with the supervisory authority, which is the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw, <https://www.uodo.gov.pl/>).

INFORMATION ON THE REQUIREMENT OR VOLUNTARINESS OF PROVIDING DATA AND THE CONSEQUENCES OF NOT PROVIDING IT

With regard to the processing of personal data in order to fulfill the legal obligations of the administrator, the obligation to provide data is a statutory requirement. In the case of other purposes, providing personal data is voluntary, but it is necessary for the conclusion and implementation of the contract or the proper provision of services.