

Under Art. 13 item 1 and 2 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 - GDPR), I inform as follows:

1. Personal Data Controller

The Controller of your personal data is the company Fabryka Styropianu "ARBET" Bartosik, Czernicki, Funke, Kuncer, Muzyczuk Sp. J., located in Koszalin, at ul. Bohaterów Warszawy 32, e-mail: sekretariat@arbet.pl, tel. 94 3425236 (hereinafter referred to as the Controller).

2. Purposes and legal basis of processing

Among other reasons, your data shall be processed for the following purposes:

- 1) offer presentation,
- 2) sales and purchases,
- 3) delivery to the customer by own or external transport,
- 4) awareness-raising training concerning the Administrator's products,
- 5) possible complaint handling,
- 6) case archiving.

The legal basis for processing your personal data is Art. 6 item 1(b) GDPR (i.e. for the performance of a contract or to take action at the request of the data subject prior to entering into a contract), Art. 6(1)(c) i.e. the processing of personal data is necessary for the fulfilment of a legal obligation incumbent on the controller in connection with legal obligations laid down by law:

- 1) The 29 September 1994 Accounting Act,
- 2) Value Added Tax Act,
- 3) Personal Income Tax Act,
- 4) Tax Ordinance,
- 5) 23 April 1964 Civil Code Act.

Personal data will also be processed based on Art. 6(1)(f) i.e. the legitimate interest of the Controller, which is the marketing of its own products.

3. Period of personal data storage

Your personal data collected for the purpose of fulfilling the contract of purchase and sale will be processed for 5 years after the end of the calendar year following order fulfilment; this period may be extended until the expiry of the limitation period for possible claims, if the processing of your personal data is necessary to assert or defend against such claims. At the same time, the Controller wishes to inform that your personal data will be processed until you raise an objection.

4. Data Recipients

The Controller provides for the transfer of your data to entities providing services to the Controller to the extent necessary for the performance of the sale, based on a data processing agreement (including companies providing IT services, legal services).

5. Transfer of data to a third country

Your data will not be transferred to third countries.

6. Rights relating to the processing of personal data and automated decision-making

You have the following rights in relation to the processing of personal data:

- 1) right of access to personal data
- 2) the right to demand the amendment of your personal data,
- 3) the right to request the deletion of your personal data when the processing does not take place in order to comply with a legal obligation,
- 4) the right to demand the restriction of personal data processing,
- 5) the right to object to data processed for the Controller's own marketing purposes.

To exercise the above rights, please contact the Data Controller.

7. Right to lodge a complaint with an authority

You also have the right to lodge a complaint with the data protection supervisory authority, i.e. the Head of the Personal Data Protection Office.

8. Requirement to provide personal data

The provision of personal data is voluntary, but necessary for the conclusion of the contract.

9. Your data will not be subject to automated decision-making and will not be profiled.