

## **Information on Data Processing**

### **1. Data Controller**

The Data Controller of personal data is Panek S.A., Grójecka Street 208, 02-390 Warsaw (hereinafter referred to as "ADO").

### **2. Data Controller's Contact Details**

You can contact the Data Controller in writing at the headquarters address: Grójecka 208, 02-390 Warsaw, or via email at [iodo@panek.eu](mailto:iodo@panek.eu).

### **3. Contact Details of the Data Protection Officer**

The Administrator has appointed a Data Protection Officer, who can be contacted via email at [iodo@panek.eu](mailto:iodo@panek.eu).

### **4. Purposes and Legal Basis for Processing**

Data will be processed for the purpose of:

- Execution of the contract binding you and ADO - the legal basis for processing personal data is Article 6(1)(b) of the GDPR;
- To undertake possible cooperation based on a cooperation agreement between you and ADO - the legal basis for processing personal data is Article 6(1)(b) of the GDPR;
- Documenting the concluded contract and its settlement, based on tax and accounting law provisions - the legal basis for processing personal data is Article 6(1)(c) of the GDPR;
- Contact purposes with persons indicated in the contract as contact persons; the legal basis for processing personal data is Article 6(1)(f) of the GDPR, where the legitimate interest of the administrator is to ensure contact and proper service execution;
- Pursuing or defending against possible claims - the legal basis for processing personal data is Article 6(1)(f) of the GDPR, where the legally justified interest is the pursuit or defense of possible claims;

- Handling complaints, in case they are submitted, about the execution of the contract with ADO - the legal basis for processing personal data is Article 6(1)(f) of the GDPR;
- Handling grievances, in case they are submitted, about the quality of performance of obligations arising from the concluded contract - the legal basis for processing personal data is Article 6(1)(f) of the GDPR.

## **5. Period of Personal Data Processing**

Your personal data will be processed for the duration of the contract binding you with ADO, and also for archival and tax purposes as specified in special laws such as the Accounting Act and the Civil Code.

## **6. Data Recipients**

Sharing personal data by the Administrator takes place based on previously concluded agreements on the entrustment of personal data processing (in accordance with Article 28 of the GDPR) and applicable legal provisions that may impose an obligation on the Administrator to disclose them.

Your personal data may be shared with:

- Entities authorized by law – on a documented request;
- IT system providers with whom the Administrator cooperates – to maintain continuity and correctness of system operations;
- Law firms, consulting firms, and service companies.

## **7. Voluntariness of Data Provision**

Providing data is voluntary but necessary for the realization of the aforementioned purposes.

## **8. Transfer of Data Outside the EEA**

ADO does not transfer data outside the EEA, but if necessary, it will apply the necessary level of protection in accordance with Chapter V of the GDPR.

## **9. Automated Data Processing**

Data will not be processed for the purpose of making automated decisions (including profiling) that have legal effects or similarly significant impact on you.

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## **10. Rights of Data Subjects**

You have the right to:

- Access your data and receive a copy of it in accordance with Article 15 of the GDPR;
- Rectify your data in accordance with Article 16 of the GDPR;
- Delete your data in accordance with Article 17 of the GDPR;
- Restrict the processing of your data in accordance with Article 18 of the GDPR;
- Transfer your data in accordance with Article 20 of the GDPR;
- Object to data processing in accordance with Article 21 of the GDPR.

## **11. Right to Lodge a Complaint with a Supervisory Authority**

You also have the right to lodge a complaint with the supervisory authority, UODO, Stawki Street 2, Warsaw.

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