

## INFORMATION REGARDING PERSONAL DATA PROCESSING

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### NOTIFICATIONS, INQUIRIES THROUGH VARIOUS CONTACT CHANNELS

Respecting the rights and freedom of persons whose data we process and complying with the obligation resulting from Regulation of the European Parliament and the Council (UE) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data as well as on the repeal of directive 95/46/WE (hereinafter referred to as: GDPR), we wish to inform you:

#### WHO IS THE PERSONAL DATA CONTROLLER

The personal data controller is DRUTEX S.A. (hereinafter referred to as: Controller or We), based in Bytów in 31 Lęborska Street, Tax Identification Number (NIP) 421622720.

#### FOR WHAT PURPOSE AND HOW LONG DOES THE CONTROLLER PROCESS PERSONAL DATA.

<b>Whose data</b>	<b>For what purpose</b>	<b>Legal basis</b>	<b>Period of processing</b>
Representative of the contract Party	Preparing and executing the contract to which you are a Party.	art. 6 (1) (b) GDPR	Until the contract has expired
<ul style="list-style-type: none"> <li>• Representative of the contract Party</li> <li>• Proxy of the contract Party</li> </ul>	Contact regarding the contract issues concluded between the subject you represent, or on whose behalf you are authorized to act basing on the issued authorization	Art. 6 (1) (f) GDPR	Until the contract has expired
<ul style="list-style-type: none"> <li>• Representative,</li> <li>• Representative of the contract Party,</li> <li>• A proxy of the contract Party</li> </ul>	Establishing, redressing and defending against claims	Art. 6 (1) (f) GDPR	Until limitation period for claims defined by Polish law.
<ul style="list-style-type: none"> <li>• Representative,</li> <li>• Representative of the contract Party,</li> <li>• A client</li> </ul>	Direct marketing of own products	Art. 6 (1) (f) GDPR	Until the contract has expired or objections have been raised by the person.
All persons who have undertaken telephone contact with Drutex SA,	Establishing, redressing and defending against claims: records of arrangements by	Art. 6 (1) (f) GDPR	6 months after the recording. Storage period may be extended if there is a likelihood of claims

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incoming and outgoing calls.	telephone communication.		connected with the topic of the conversation.
Persons who initiate the complaint procedure, including persons who lodge claims in the area of personal data processing.	Handling complaints and claims	Art. 6 (1) (f) GDPR	3 years after the last effective response or after the warranty has expired, if warranty period has been prolonged due to the complaint.
<ul style="list-style-type: none"> <li>• Contractors</li> <li>• Subcontractors</li> <li>• Other entities participating in the tender process</li> </ul>	Conducting business negotiations or dealing with bids.	Art. 6 (1) (f)	Until the decision has been made regarding the selection of the contractor or the subcontractor or the submitted bid or until the person has raised objections.

#### WHO MAY OBTAIN ACCESS TO PERSONAL DATA AND DO WE TRANSFER IT TO THIRD COUNTRIES.

At each stage of personal data processing we take care of its safety. Therefore, access to personal data connected with providing the Portal service may be given exclusively to:

- 1) our authorized staff and cooperators,
- 2) legal counsel office, in connection with the process of establishing, redressing and defending against claims,
- 3) auditors, in connection with executing their duties in auditing
- 4) entities entitled to obtain information about personal data pursuant to the legal provisions binding in the Republic of Poland
- 5) entities supporting the IT software that we apply.
- 6) Persons from the To, Cc, Bcc fields in the conducted email correspondence (if applicable).

We do not transfer personal data to Third Countries (outside the European Economic Area) or international organizations.

#### WHAT RIGHTS MAY BE EXERCISED BY THE PERSON WHOSE PERSONAL DATA IS PROCESSED BY THE CONTROLLER.

By contacting us at: [gdpr@drutex.com.pl](mailto:gdpr@drutex.com.pl) both the User and a person authorized by the User may demand the execution of their rights:

- a) withdrawing the consent to process personal data
- b) access to personal data in the scope specified in the GDPR provisions (art. 15 GDPR),
- c) rectifying data (art. 16 GDPR),
- d) demanding removal of data if one of the premises indicated in GDPR has been fulfilled (art. 17 GDPR),
- e) restricting personal data processing in cases prescribed by GDPR legislation (art. 18 GDPR),

- f) data transferring (art. 20 GDPR),
- g) lodging a complaint with a superior authority, i.e. Inspector General for the Protection of Personal Data (art. 77 GDPR).

What is more, each person whose data is processed for purposes resulting from the Controller's legitimate interest, has the right to lodge an objection against personal data processing due to their particular situation (art. 21 GDPR).

#### ARE YOU OBLIGED TO SUBMIT YOUR PERSONAL DATA

Providing your personal data is voluntary. However, its absence may make it impossible for the Controller to execute the contract.

#### DO WE MAKE DECISIONS IN AN AUTOMATIC WAY WHEN PROCESSING PERSONAL DATA.

We do not apply automatic decision making based in analysis of personal data.

#### HOW TO CONTACT THE CONTROLLER.

In all matters regarding processing and protection of personal data, you may contact the Controller::

- personally or by correspondence at the address::  
Drutex S.A.  
Ul. Lęborska 31  
70-100 Bytów
- By email:  
[gdpr@drutex.com.pl](mailto:gdpr@drutex.com.pl)