

INFORMATION NOTICE ON PERSONAL DATA

1. PERSONAL DATA PROTECTION POLICY

The document includes the most relevant information on the principles relating to processing your personal data pursuant to Article 13 and 14 of the 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 the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) - hereinafter referred to as: **'GDPR'**.

The rules, procedures and practices relating to personal data protection implemented by the Data Controller are included in the internal Personal Data Protection Policy which is available in paper or electronic form at any time upon request.

2. DATA CONTROLLER

The Data Controller of your personal data is:

GOTECH Sp. z o.o. with its registered office in Gorzów Wlkp.

ul. Podmiejska Boczna 6, 66-400 Gorzów Wlkp.,

KRS number 0000171772, the Tax identification number (NIP) 0000171772, REGON number 210421093

E-mail: info@gotech.pl

Telephone number: **+48 95 7320055**

3. PURPOSES OF PROCESSING PERSONAL DATA

Your personal data obtained in any form during arrangements concerning the establishment of cooperation and the conclusion of a contract as well as during the term of a contract is used for the following purposes:

- a) to conclude and execute a contract - legal basis: Article 6(1b) GDPR hereinafter referred to as: **"contract execution"**;
retention period for personal data: the duration of a contract and settlements after its termination;
- b) to fulfil our legal obligations concerning in particular:
 - i. preparing and storing personnel files;
 - ii. issuing and storing invoices, bills and accounting documents;
 - iii. responding to applications and complaints in time and in a manner stipulated by law;
 - iv. storing personnel documentation and payroll records in time and in a manner stipulated by law;

legal basis: Article 6(1c) GDPR hereinafter referred to as: **"legal obligation"**;

retention period for personal data: a period of time necessary to fulfil obligations, e.g. to issue invoices, or a period of time during which we are obliged by law to store data, such as tax records, or during which we may face legal consequences of non-performance of our obligations, e.g. be fined by government offices.

- c) to establish, defend and pursue claims - legal basis: Article 6(1f) GDPR hereinafter referred to as: **"legitimate interest"**;
retention period for personal data: the duration of a contract and then a period after which claims arising out of a contract become time-barred or the duration of proceedings connected with pursuing claims or informing competent authorities;

- d) to detect and prevent misuses - legal basis: performance of a contract, legitimate interest;
retention period: a period after which claims arising out of a contract become time-barred;
- e) to manage individual offers and marketing - legal basis: legitimate interest;
retention period for personal data: the duration of a contract and then no longer than a period after which claims arising out of a contract become time-barred;
- f) to make data sheets, analyses and statistics for our internal needs; this includes in particular preparing reports, marketing research, planning service development, creating statistical models - legal basis: legitimate interest;
retention period for personal data: the duration of a contract and then no longer than a period after which claims arising out of a contract become time-barred;

If you make any payments for our services through e.g. a bank or a payment institution, we will have information about a bank account and a payment institution where a payment order was executed. We will process these data to check whether payments were made correctly and to return incorrect payments (legal basis: performance of a contract), to establish, pursue and defend claims (legal basis: legitimate interest).

If you give us your consent to the processing of your personal data, the data will be processed only for the purposes specified in this consent.

4. CONSENT

If the conclusion and the performance of a contract require the processing of special categories of your personal data, in particular concerning your health, we will ask you to give us your consent in an appropriate form to the collecting and further processing of such personal data.

Furthermore, if the personal data we process are not necessary to perform a contract, fulfil legal obligations or it does not constitute a legitimate interest, we may ask you to give us additional consent to the processing of your personal data for further purposes specified therein.

You have the right to withdraw your consent at any time (this shall not affect the lawfulness of processing your personal data before the withdrawal). However, the withdrawal of consent to the processing of specific categories of personal data may mean that we will not be able to perform a contract for which purposes the personal data have been collected.

5. REQUIRED DATA

To conclude a contract you will be required to give your personal data, orally, by phone, electronically or by mail, depending on the form of communication you chose. Furthermore, some of the required data are indicated in a contract template.

If you do not provide the data identified as necessary, we will not conclude a contract with you or we will not be able to perform properly a contract which has been already concluded.

Furthermore, you may be asked to provide optional data which do not affect the conclusion of a contract (if we do not receive them, we will not be able e.g. to contact with each other by email).

6. TRANSFER OF DATA

Your data will be transferred to:

- a) entities closely related to the performance of a contract which we may conclude with you, i.e:
 - i. entities rendering construction, assembly, design, production and related services who participate in the performance of a main contract;
 - ii. notarial offices drawing up main contracts, a supplement to a main contract or the performance of a main contract in a form of notarial deeds;
 - iii. financial institution, in particular, banks participating in funding a project covered by a main contract;
- b) entities processing data on our behalf who participate in performing our activities:
 - i. entities rendering advisory, consultative, audit, legal, tax, accounting services for us, research agencies acting at our direction;
 - ii. subcontractors supporting the performance of services,
 - iii. entities operating ICT systems or providing ICT services for us;
 - iv. entities operating and maintaining our telecommunication network;
 - v. agents, marketing agencies and other entities which are involved in selling our services or organizing marketing campaigns;
- c) other data controllers processing data on their own behalf:
 - i. entities rendering postal or courier services;
 - ii. entities rendering payment services (banks, payment institutions);
 - iii. entities cooperating with us in dealing with accounting, tax, legal matters - to the extent they become data controllers.

7. TERRITORIAL APPLICATION

Currently your personal data are not transferred outside the European Economic Area (including the European Union, Norway, Liechtenstein and Iceland).

8. RIGHTS

You have the right to submit an application (concerning your personal data) to us for:

- a) rectification (correction) of your personal data;
- b) erasure of data which have been unlawfully processed or those put on our internet websites;
- c) restriction of processing (suspending operations on data or not deleting data - as requested);
- d) right of access to data (information about data being processed and a copy of those data);
- e) transmission of data to another data controller or a country (to the extent specified in Article 20 GDPR).

You may exercise the above rights by submitting an application in writing by email or by post (addresses listed at the beginning of this document).

To make sure that you have the right to submit an application you may be asked to provide additional information which will allow us to verify you.

The scope of your rights and the situations in which they may be exercised result from legal provisions. The legal basis for the processing of personal data and the purpose of the processing will determine which right you can exercise.

9. RIGHT TO OBJECT

Irrespective of the rights mentioned above you have the right to object at any time to processing of your personal data for marketing purposes. Upon receipt of such an application we are obliged to stop processing your personal data for such purposes.

In special cases you have the right to object at any time to processing your personal data if the data are processed on the basis of our legitimate interests. In such cases, once your

application has been examined, we shall no longer process those personal data included in the application unless we demonstrate: 1) compelling legitimate grounds for the processing which override your interests, rights and freedoms, or 2) for the establishment, exercise or defence of legal claims.

10. COMPLAINT

You have the right to lodge a complaint with the President of the Personal Data Protection if you think the processing of your personal data is contrary to the law.

GOTECH Sp. z o.o.
PREZES
mgr inż. Mariusz Batura



President of the Company