

CLAUSE FOR CUSTOMERS AND THEIR EMPLOYEES

In accordance with Article 13 acts 1 and 2 and Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter referred to as the GDPR), we hereby inform you that:

1. The administrator of your personal data is: EXTRAL Sp. o. with its registered office in Żory, ul. Wygoda 2, 44-240 Żory, KRS: 0000294931, NIP: 534 2375148, REGON: 141217747.
2. To provide information regarding the processing of your personal data, we have appointed Ms. Bożena Krawczuk as our Data Protection Officer. Please send any information to the Data Protection Officer's email address: ido@extral.com
3. If you are our Client – a party to the contract between us:
 - a. we process your data for the purposes of:
 - i. performance of the contract and taking action at the request of the data subject before concluding the contract in accordance with Article 6 act 1 letter b of the GDPR;
 - ii. fulfilling the legal obligations incumbent on the controller, e.g. related to financial and accounting settlements pursuant to Article 6 act 1 letter c of the GDPR;
 - iii. pursuing claims based on the Company's legitimate interest - Article 6 act 1 letter f of the GDPR;
 - iv. maintaining business relationships based on the legitimate interest of the controller - Article 6 act 1 letter f of the GDPR;
 - v. marketing purposes based on the legitimate interest of the Administrator, based on the legal basis of Article 6, act 1, letter f of the GDPR
 - vi. processing complaints based on the legal basis of Article 6, act 1, letter f of the GDPR,
 - vii. statistical and analytical purposes aimed at researching sales potential based on the legal basis of Article 6, act 1, letter f of the GDPR
 - b. the provision of your personal data is necessary for the conclusion and performance of the contract.
4. If you are a representative of our Client (a member of a body of a legal person, a proxy, an attorney, a representative or a contact person on the part of our Client):
 - a. we process your data for the following purposes:
 - i. for the performance of the contract that binds the controller and for the purpose of fulfilling the tasks of your employer and the controller in connection with the performance of the task, based on the legal basis of Article 6 act 1 letter f of the GDPR
 - ii. pursuing and defending against claims under Article 6 act 1 letter f of the GDPR

- iii. fulfilling the legal obligations incumbent on the controller, e.g. related to financial and accounting settlements pursuant to Article 6 act 1 letter c of the GDPR;
 - iv. processing complaints based on the legal basis of Article 6, act 1, letter f of the GDPR,
 - v. marketing purposes based on the Controller's legitimate interest, based on Article 6, act 1, letter f of the GDPR
 - vi. statistical and analytical purposes aimed at researching sales potential based on the legal basis of Article 6, act 1, letter f of the GDPR
- b. We obtained your data:
- in the case where you are a person representing the company - from the entity in which you are a member of the governing bodies of legal persons and from the registers of business entities (KRS, CEIDG)
 - in the event that you are the contact person designated by the entity: from the entity in which you perform this function as part of the contract being performed.
5. Your personal data will be transferred to tax offices, banks, carriers, Poczta Polska S.A., courier companies, law firms, the National Revenue Administration, customs offices, translators, auditors, auditing firms, companies enabling the processing of sales, orders and invoices through programs, electronic platforms, and companies providing sales and marketing services.
 6. Your personal data will not be transferred to third countries.
 7. Your personal data will be processed for the period specified in the Accounting Act, until the statute of limitations for claims expires, and until the complaint procedure is completed.
 8. You have the right to access your data and the right to rectify, delete, limit processing, transfer data and object.
 9. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the law.
 10. Your data will not be used for automated decision-making, including profiling, that produces legal effects for you or significantly affects you in a similar way.