

DATA PROTECTION POLICY

1. This Privacy Policy sets out the rules for the collection, processing and use of personal data obtained by PDA.

2. The Personal Data Administrator (PDA) is: EXTRAL Sp. z o. o. with the registered office in Żory, ul. Wygoda 2, 44-240 Żory, KRS: 0000294931, Tax Identification Number: 5342375148, REGON: 141217747.

3. PDA makes special care to respect the privacy of all individuals involved in PDA business relationships.

4. We have designated a person responsible for the protection of personal data, i.e. an inspector of personal data protection, which you can contact:

- by e-mail: iod@extral.com
- in writing, sending correspondence to the following address: EXTRAL Sp. z o. o. with the registered office in Żory, ul. Wygoda 2, 44-240 Żory, with the note "For the Inspector of Personal Data Protection".

5. PDA collects information on natural persons conducting business or professional activity on their own behalf, as well as data of natural persons participating in business processes. Personal data is collected during the establishment and implementation of business processes such as business contracts, but also during the marketing processes.

6. Only authorized ADO employees have direct access to personal data. The recipients of your personal data are the following entities:

- the buyer of the claim
- authorized under applicable law (courts and other state bodies, tax offices, banks)
- business information office
- providing correspondence and parcel delivery services
- providing printing and archiving services
- providing IT services and new technologies
- providing marketing, communication and analytical services
- providing payment services
- providing accounting and financial services
- providing auditing and control services
- providing legal and debt collection services

7. The purpose of procedure, scope and processing time are discussed in detail in the dedicated clause.

8. PDA provides uninterrupted access to your data and the possibility of correcting it (correcting, supplementing)

anytime. PDA provides the possibility of transferring personal data that you have provided to us, i.e. to receive this personal data in a structured, commonly used machine-readable format, and you have the right to send this personal data to another administrator. If technically possible, you have the right to request that personal data being sent by us directly to another administrator. If the processing of personal data is carried out according to the agreement we have received from you, it can be revoked by withdrawing the consent without affecting the lawfulness of their processing, which was done before the consent was withdrawn. In order to exercise the right, please contact us. Contact details indicated above.

9. You have the right, irrespective of the reason, to object at any time to the personal data being processed for the purpose

- direct marketing, including profiling

- video monitoring

- competition, investigation or defence against claims related to the concluded contract / contracts or the processing of personal data

The reason for this opposition must be your particular situation. After receiving objection, we will no longer process your data for purposes or purposes for which you have objected, unless we demonstrate valid legally valid grounds for processing that override your interests, rights and freedoms or grounds to establish, assert or defend against claims. In order to exercise the right of objection, please contact us. Contact details indicated above.

10. You have the right to appeal to the supervisory authority, if you acknowledge that the processing of personal data relating to its breach of the regulations. Address of the President of the Office for Data Protection: Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.

11. Legal basis for data processing.

The legal basis for data processing is:

- Article 6 paragraph 1 point (a) of the RODO expressed by your consent

- Article 6 paragraph 1 lit. b The conclusion of the contract and the possibility of implementing the contract that connects us

- Article 6 paragraph 1 lit. c RODO fulfilling the legal obligation that is incumbent on PDA resulting from EU law or Polish law

- Article 6 paragraph 1 lit. f RODO implementation of the legitimate interest of PDA

12. PDA applies safeguard that ensure data protection against loss, misuse and modification. PDA undertakes to protect all your data in accordance with security standards and confidentiality and the RODO.

Last modified: 25/05/2018

EXTRAD Sp. z o.o.

**Prezes Zarządu
Andrzej Pruszyński**