

## PROVISIONS FOR CLIENTS AND CONTRACTORS

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Pursuant to Article 13 (1) and (2) of the General Regulation on the Protection of Personal Data of 27 April 2016. (RODO). I inform you that:

1. The administrator of your personal data is: EXTRAL Sp. z o. o. with the registered office in Żory, ul. Wygoda 2, 44-240 Żory, KRS: 0000294931, Tax Identification Number: 534 2375148, REGON: 141217747.
2. In order to provide information regarding the processing of your personal data, we have appointed a Data Protection Officer in the person of Mrs. Bożena Krawczuk. Please send all information to the mailbox of the Data Protection Officer: [iod@extral.com](mailto:iod@extral.com).
3. Your personal data will be processed for the purposes of:
  - A. execution of a purchase and sale transaction based on a contract, order, sales service, based on the legal basis of Article 6. paragraph 1, point B, of the RODO,
  - B. issued financial and accounting documentation confirming purchase-sale transactions based on the legal basis of Article 6. par.1.lit.c RODO,
  - C. redress based on the legal basis of Article 6. par.1.lit.f RODO,
  - D. marketing based on the legal interest of the Administrator based on the legal basis of Article 6. par.1.lit.f RODO,
  - E. statistical and analytical research aimed at researching sales potential based on the legal basis of Article 6. par.1.lit.f RODO,
  - F. complaint processing based on the legal basis of Article 6. par.1.lit.f RODO.
  - G. evaluation of cooperation based on the legal basis of Article 6. par.1 lit.f RODO.
4. Your personal data will be forwarded to tax offices, banks, carriers, Poczta Polska SA, courier companies, law offices, the National Tax Administration, customs offices, translators, auditors, audit firms, companies that enable sales service, orders and invoices through programs, electronic platforms, companies providing sales and marketing services.
5. Your personal data will not be transferred to countries outside the European Union, with the exception of employees of transport companies performing a transport contract.
6. Your personal data will be processed for the period of:
  - Purpose A. According to the Accounting Act.
  - Purpose B. According to the Accounting Act.
  - Purpose C. Until the claims expire.
  - Purpose D. Until cooperation ends.

Purpose E. Until the business relationship ends.

Purpose F. To complete the complaint procedure and in accordance with the Accounting Act.

Purpose G. Until the claims expire.

7. You have the right to access your data and the right to rectify, delete, limit processing, the right to transfer data and express objections (concerns Objective C-G).
8. Providing personal data by you is voluntary but necessary to fulfill the obligation imposed on the administrator and the performance of the contract.
9. You have the right to lodge a complaint to the President of the Office for Data Protection when you think that the processing of personal data violates the law.
10. Your data will not be processed in an automated way and in the form of profiling.

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