

CLAUSE FOR CUSTOMERS, CONTRACTORS AND THEIR EMPLOYEES / CO-WORKERS

Pursuant to Article 13 (1) and (2) and Article 14 of the General Regulation on the Protection of Personal Data of April 27, 2016. (GDPR). I inform you that:

1. The administrator of your personal data is: EXTRAL Sp. z o. o. with headquarters in Żory, ul. Wygoda 2, 44-240 Żory, KRS: 0000294931, NIP: 534 2375148, REGON: 141217747.

2. In order to provide information on the processing of your personal data, we have appointed a Data Protection Officer in the person of Mrs. Bożena Krawczuk. All information should be sent to the e-mail address of the Data Protection Officer: ido@extral.com

3. Your personal data in the form of name and surname, position, telephone number, e-mail address will be processed for the purposes of:

A. execution of purchase and sale transactions under a contract, order, sales service, based on the legal basis of Article 6. section 1 letter b of the GDPR,

B. Establishing business relations, including signing contracts with the administrator and their implementation, as well as acting as a member of the management body, proxy, contact person pursuant to Art. 6 section 1 lit. f GDPR

C. Your personal data will be processed in order to perform the contract binding the administrator and to fulfill the tasks of your employer and administrator in connection with the performance of the task, pursuant to art. 6 section 1 lit. f GDPR.

D. issued financial and accounting documentation confirming purchase and sale transactions, based on the legal basis of Article 6. section 1 letter c of the GDPR,

E. pursuing claims established on the legal basis of Article 6. section 1 letter f of GDPR,

F. marketing based on the legal interest of the Administrator established on the legal basis of Article 6. section 1 letter f of GDPR,

G. statistical and analytical studies aimed at examining the sales potential based on the legal basis of Article 6. section 1 letter f of GDPR, ,

H. complaint processing based on the legal basis of Article 6. section 1 letter f of GDPR,

I. the legal basis of Article 6. section 1 letter f of GDPR.

4. Your personal data will be transferred to tax offices, banks, carriers, Poczta Polska SA, courier companies, law firms, the National Tax Administration, customs offices, translators, statutory auditors, auditing companies, companies enabling sales, 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 Economic Area.
6. Your personal data will be processed for the period: in accordance with the Accounting Act, until the claims are time-barred, until the complaint procedure is completed.
7. You have the right to access your data and the right to rectify, delete, limit processing, the right to transfer data and the right to object.
8. Providing your personal data by you is voluntary but necessary to fulfill the administrator's obligation and to perform the contract.
9. You have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa, if you feel that the processing of personal data violates the law.
10. Your data will not be processed in an automated manner or in the form of profiling.
11. We obtained the data from your employer and available sources such as KRS, CEiDG.

Date of the last modification : 21.06.2022