

INFORMATION CLAUSE FOR CLIENT / CONTRACTOR EMPLOYEES

"Pursuant to Article 13 (1) and (2) of the General Data Protection Regulation 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. Wygody 2,44-240 Żory, NCR: 0000294931, Tax Identification Number: 534 2375148, REGON: 141217747.
- 2.** In the matter of providing information regarding your personal data, contact us at the following e-mail address: iod@extral.com
- 3.** Your personal data will be processed for the purposes of the contract, business relations between your employer and the administrator based on the contract, based on the legal basis - Article 6. ust.1.lit.b RODO and for archival purposes (evidence) being the implementation of our legitimate interest - art. par.1.lit.f RODO.
- 4.** Your personal data will be forwarded to carriers, Poczta Polska SA, courier companies, law companies, the National Tax Administration, customs offices, translators, auditors, audit companies, companies that enable sales support, orders and invoices through programs, electronic platforms, companies implementing sales and marketing services.
- 5.** Your personal data will not be transferred to countries outside the European Union, excluding employees of transport companies that carry out the contract of carriage.
- 6.** Your personal data will be processed until the end of cooperation with employers taking into account the Accounting Act and fulfilling rights arising from claims.
- 7.** You have the right to access your personal data and the right to rectify, delete, limit processing, the right to transfer data and express objections.
- 8.** Providing personal data by you is necessary for the performance of the contract and the condition of fulfilling the law.
- 9.** You have the right to lodge a complaint with 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.

Last modified: 25/05/2018