



IN ACCORDANCE WITH THE ART. 13 SEC. 1 AND SET. 2 OF THE GENERAL REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 OF 27 APRIL 2016 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA AND ON THE FREE MOVEMENT OF SUCH DATA AND THE REPEAL OF DIRECTIVE 95/46/EC (GDPR), WE INFORM AS FOLLOWS:

1. Personal data Administrator

The Administrator of your personal data is: **Przedsiębiorstwo SIMET Spółka Akcyjna with its registered office in Jelenia Góra, address: Al. Jana Pawła II 33, 58-506 Jelenia Góra**, entered into the Register of Entrepreneurs held by the District Court for Wrocław-Fabryczna, IX Commercial Division of the National Court Register under KRS number 0000032994, REGON (National Official Business Register): 230436742, NIP (Fiscal Code): 6112112204, (hereinafter referred to as: "Administrator").

2. Contact with the personal data Administrator

You can contact us in the following way:

- e-mail: rodo@simet.com.pl;
- written contact at the address: 58-500 Jelenia Góra, Al. Jana Pawła II 33.

3. Purposes of personal data processing and legal basis for processing

Your personal data will be processed in order to conclude and implement a civil law contract entered into by the Administrator with the entity you represent, i.e. the processing of your personal data results from:

- a) Art. 6 sec. 1 point b GDPR, i.e. processing is necessary to enter into and perform a civil law contract;
- b) Art. 6 sec. 1 point f of the GDPR, i.e. processing is necessary to achieve the objectives arising from the Administrator's legitimate interests, such as the conclusion of a civil law contract and the possible need to fend off or implement civil law claims arising from the concluded contract.

4. Categories of personal data

The Administrator processes the following categories of your personal data: name, surname, position held, type of representation of a legal person, business telephone number, business e-mail address.

5. Personal data retention period

Your personal data will be stored for the period necessary to pursue claims by the Administrator in connection with the concluded civil law contract or to defend against claims addressed to the Administrator in the aforementioned scope, on the basis of the generally applicable laws, including limitation periods.

6. Recipients of personal data

Personal data may be made available to the entities providing or maintaining the Administrator's IT infrastructure, entities and persons providing services to the Administrator and other entities to whom the Administrator entrusted personal data (processors) in order to exercise the rights and obligations arising from the concluded civil law contracts, as well as the bodies authorized to receive personal data on the basis of legal provisions.

7. Data transfer outside the European Economic Area:

Currently, we do not transfer your data outside the European Economic Area. If it is necessary in connection with the services provided to the Administrator by third parties referred to in the paragraph above, we reserve the right to transfer your personal data to the recipients located outside the European Economic Area and the European Union. We guarantee that the transfer will always be

carried out in accordance with the applicable provisions on the protection of personal data and an appropriate level of protection of your data will be ensured.

8. Rights related to the processing of personal data

You have the following rights related to the processing of personal data:

- 1) the right to withdraw your consent to the processing of your personal data,
- 2) the right to access your personal data,
- 3) the right to request rectification of your personal data,
- 4) the right to request the deletion of your personal data,
- 5) the right to request limitation of the processing of your personal data,
- 6) the right to object to the processing of your data due to your specific situation – in cases where we process your data on the basis of our legitimate interest,

To exercise the above presented rights, please contact us (contact details are included in point 2 above).

In addition, you have the right to lodge a complaint with the President of the Office for Personal Data Protection (in accordance with point 9 below).

9. The right to submit a complaint with the authority

In addition, you also have the right to submit a complaint with the supervisory body dealing with the protection of personal data, i.e. the President of the Office for Personal Data Protection with its registered office at ul. Stawki 2 in Warsaw (postal code: 00-193).

10. The requirement to provide personal data

Providing personal data is voluntary, but at the same time necessary to conclude and then perform the civil law contract referred to in point 3 above or is necessary to perform the civil law contract referred to in point 3 above.

11. Automated decision making, including profiling

Your personal data will not be processed in an automated manner, including profiling.
