

## INFORMATION CLAUSE

*Effective as of 20 August 2024*

**The administrator of personal data is STALMA Spółka Akcyjna, ul. Puławska 38, 20-822 Lublin, entered into the Register of Entrepreneurs of the National Court Register under number 0000332421, NIP tax number: 7123170393, REGON number: 06049738200000, whose registration files are kept at the District Court Lublin-Wschód with its registered office in Świdnik, 6th Commercial Division of the National Court Register ("Administrator").**

Administrator will process your personal data, such as your first name, last name, information about your place of work (name, address, scope of work performed, job position), work e-mail address or telephone number and any other information provided by you (collectively "**Personal Data**"), primarily to the extent and for the purposes resulting from the signing and fulfilment of the contract between the Administrator and your organization, including for the purposes of internal and external communication and other activities in which your organization has engaged you due to your role. The legal basis for data processing is Article 6 paragraph 1 letter f of the General Data Protection Regulation ("**GDPR**"), i.e. the legitimate interest in fulfilling the rights and contractual obligations of the Administrator.

1. Administrator will also process your Personal Data for the purposes specified below:
  - a. performance of legal obligations incumbent on the Administrator, including obligations arising from the provisions of tax and accounting law (legal basis: Article 6 paragraph 1 letter c of the GDPR);
  - b. in order to establish, pursue and defend against possible or existing legal claims, i.e. in order to pursue the legitimate interest of the Administrator, which is to defend the legal and financial interests of the Administrator (legal basis: Article 6 paragraph 1 letter f of the GDPR);
  - c. in order to ensure compliance with internal procedures and policies, including preventing and detecting violations of the above, i.e. pursuing the legitimate interest of the Administrator, which is to ensure that the Administrator's activities are carried out in accordance with the established principles (legal basis: Article 6 paragraph 1 letter f of the GDPR).
2. Administrator will also transfer Personal Data to third parties. Personal Data may be transferred to:
  - a. entities cooperating with the Administrator;
  - b. external service providers (e.g. printing houses, IT service providers, couriers, logistics service providers);
  - c. accountants and auditors, lawyers, inspectors;
  - d. government authorities, including administrative authorities and courts;

e. entities from the Administrator's group.

3. Administrator may transfer Personal Data to the extent necessary to countries outside of the European Economic Area for which there is a decision of the European Commission stating an adequate level of personal data protection. More information on the EC decision can be found [here](#).

Administrator may transfer Personal Data to the extent necessary to countries located outside of the European Economic Area, for which a decision has not been issued stating an adequate level of data protection. In such a case, this will be done in a way that ensures the protection and security of Personal Data through measures of a contractual and/or technical and organizational nature, in particular by concluding and applying Standard Contractual Clauses and after obtaining certainty as to the security of the data being transferred. Copies of security measures are available after contacting the Administrator.

4. Administrator stores Personal Data for the time necessary to fulfil the Contract, and otherwise stores it only for as long as the Administrator is obliged to do so under applicable law, in particular commercial and tax law. Administrator may also store Personal Data longer if it is necessary to establish, investigate and defend against legal claims.
5. To the extent resulting from the regulations, you have the right to access data, rectify, delete and limit data in relation to Personal Data, in each case to the extent permitted by law. In addition, you have the right to lodge a complaint with a supervisory authority. In Poland, such authority is the President of the Office for Personal Data Protection.
6. You also have the right to object to the processing of your Personal Data based on legitimate interests.
7. If you have any questions regarding the processing of Personal Data, you can contact the Administrator via e-mail at [biuro@stalma.com.pl](mailto:biuro@stalma.com.pl) or by mail – sending correspondence to the Administrator's address.
8. To the extent that the Administrator does not receive data directly from you, the source of the data is your organization or its entry in a publicly available register of entrepreneurs. If the Administrator collects data directly from you, their provision is voluntary, but may be necessary to sign and fulfil a contract with your organization.
9. Your data is not subject to automated decision-making, including profiling.