

INFORMATION CLAUSE TO CONTRACTORS FABRYKA ZIELENI SA

Ladies and Gentlemen

In this clause we inform about the purposes and protection of natural persons with regard to the processing of persons data who are our contractors, subcontractors, their employees, representatives and other persons whose data we process under contracts about cooperation. Personal data is processed to the extent necessary resulting from the purposes of the contract concluded with FABRYKA ZIELENI SA. The scope of the processed data concerns only the information necessary to perform the contract, and as rule, may include: name, surname, company name, address, business number, position, bank account number, telephone number, e-mail.

In accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. [**GDPR**] we inform

1. The controller of personal data is Company FABRYKA ZIELENI SA office: 71-820 Szczecin, str. Nad Odrą 65, telephone: 91 44 55 600, e-mail: biuro@fabrykazieleni.pl [**Controller, Company**].
2. Data Protection Officer is available at the Company's registered office, e-mail: iod@fabrykazieleni.pl

3. Purposes and legal grounds for processing personal data

Your personal data may be processed for the following purposes:

- 1) performance of concluded contract or to take action before concluding a contract, based on Art. 6 sec. 1 (b) GDPR („*processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract*”);
- 2) execute the legitimate interests pursued by the Controller related to the performance concluded contract, based on Art. 6 sec.1 (f) GDPR („*processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party*”);
- 3) archiving documentation related to the implementation of the contract, based on Art. 6 sec.1 (c) GDPR („*processing is necessary for compliance with a legal obligation to which the controller is subject*”), in connection with the Accounting Act and the Tax Ordinance Act;
- 4) determining, pursuing and defending against claims in connection with the concluded contract, based on Art. 6 sec.1 (f) GDPR;
- 5) ensuring safety for people and protecting property through the use of monitoring on Company's promises, based on Art. 22² Polish Labour Code and on Art. 6 sec.1 (f) GDPR.

5. Your personal data may be provided to our contractors in the scope of operating the Company's IT systems only in connection with the implementation of the concluded contract.

6. Personal data will be stored during the performance of the contract, and the documentation with personal data will be stored for a full 5 years. In situation of determining, pursuing and defending against claims not longer than 3 years from occurrence of the situation giving rise to the claim.

Personal data from monitoring will not be stored longer than 30 days from the day of recording.

7. In accordance with the provisions of GDPR, You have the following rights

- 1) Right of access by the data subject, to rectification, to erasure or restriction of processing, right to object of processing and right to data portability.
- 2) You have the right to lodge the complaint to President of Polish Personal Data Protection Office.
8. Providing personal data is necessary to conclude and perform the contract.
9. Personal data will not be automated processed, including profiling.

If You have any questions or doubts, You can contact with our Data Protection Officer in Company's office, e-mail address: iod@fabrykazieleni.pl or by phone : 512 895 544.