



## Information policy for Contractors and Contractor's representatives of OTCF S.A.

1. The Administrator of personal data of persons acting in the capacity of:
  - a. contracting parties being a party to contracts concluded with OTCF S.A. (natural persons conducting so-called single-person business activity, natural persons conducting business activity in the form of civil law partnerships),
  - b. representatives of institutional contracting parties,
  - c. persons indicated by the contracting parties for contact and performance of the agreement (e.g. project teams) carried out with OTCF S.A.

is OTCF S.A. with its registered office in Kraków, ul. Saska 25C, 30-720 Kraków (hereinafter referred to as the „**Company**”).

2. The company has appointed a Personal Data Inspector (PDI), who can be contacted with reference to the matters concerning personal data protection and executing the related rights. For that purpose, it is possible to contact via email at the address [iod@otcf.pl](mailto:iod@otcf.pl) or by traditional mail at the Company's office address.
3. The personal data of the persons indicated in 1, depending on the capacity in which they are acting, can be processed for the following purposes and on the following legal grounds:-/
  - a. concluding and carrying out of the object of the agreement (legal grounds of data processing: Art. 6 para.1. b of GDPR),
  - b. ensuring insurance coverage of the subject of the contract, including in particular goods purchased under the contract and trade receivables resulting from this contract, which is the legitimate interest of the Company (legal basis for data processing: Art. 6 para. 1. f of GDPR),
  - c. handling correspondence, including current communication connected with concluding and carrying out the object of the agreement (legal grounds of data processing: Art. 6, para. 1.f of GDPR),
  - d. notifying guests in office areas, as well as drivers in the Company's warehouse centers for organizational purposes and ensuring the safety of passenger or goods traffic in the Company's facilities, which is the legitimate interest of the Company (legal basis for data

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processing: Art. 6 para. 1.f of GDPR)

- e. examining complaints connected with the concluded agreements (Art. 6 para. 1.b of GDPR),
- f. examination and pursuit of claims, defence against claims and for the purpose of carrying out extrajudicial methods of settling disputes, which constitutes a legally justified interest of the Company (legal grounds for processing the data: Art. 6 para. 1.f of GDPR),
- g. conducting statistical analyses, which constitute a legally justified interest of the Company (legal grounds for data processing: Art. 6 para. 1.f of GDPR),
- h. fulfilling legal requirements concerning tax and accounting provisions, in particular provided for by the provisions of 11 March 2004 Goods and Services Tax Act (VAT), 15 February 1992 Act on income tax from legal persons and 29 September 1994 Act on accounting (legal grounds for data processing: Art. 6 para. 1.c of GDPR),
- i. storage of data for archivization purposes and for the purposes of declaring the correctness of fulfilling the legal obligations required from the Company, which constitutes its legally justified interest (legal grounds for data processing: Art. 6 para. 1.f of GDPR);
- j. conducting activity in the form of direct marketing, which constitutes its legally justified interest (Art. 6 para. 1.f of GDPR),
- k. sending commercial information by electronic means - if the specified person gave separate
- l. consent for receiving commercial information by electronic means to the indicated email address, for the purpose of marketing communication with the application of telecommunication end devices (i.e. telephone) and automatic calling systems - if the specified person gave separate consent to receive such information at the indicated phone number.

4. Personal data can be disclosed to the following entities:

- a. entities supporting the Company in the scope of technical and information service (including providing, implementing and servicing of software and hardware, hosting services etc.),
- b. legal offices serving the Company and entities providing vindication services,
- c. consulting, audit and advisory entities - in the scope of services provided by these entities for the Company,

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- d. insurance brokers providing services to the Company and insurance companies - in connection with the coverage of the subject of the contract with the contractor, including in particular goods purchased under it and trade receivables under this contract,
  - e. equity linked with Company entities,
  - f. entrepreneurs managing brick and mortar stores under the Company's trademarks.
5. In the case of obtaining personal data by the Company indirectly from the persons concerned, we inform that these data are obtained from employers or entities that these persons represent in relations with the Company. The scope of personal data obtained in this case may include: name, surname, job title, name of the represented organization, registered office of the organization, business telephone number, business e-mail address and possibly other data, including those related to the need to identify a specific natural person (e.g. ID number).
6. Personal data can be transferred by the Company outside the European Economic Area (EEA). In such case, the Company guarantees the legally required means of personal data protection, which are (as appropriate): i) transferring the data to an entity localised in a third state, with reference to which a decision confirming the adequate level of protection was made, pursuant to the requirements of Art. 45 of GDPR, ii) transferring the data carried out on the basis of the data transfer agreement concluded with a third party, based on Standard Contractual Clauses accepted by the decision of the European Commission, iii) transferring the data carried out within the framework of the accepted binding corporate rules referred to in Art. 47 of GDPR. The person whose data are being transferred has a right to obtain a copy of the information on the protection means applied. More information concerning the means of protection used by the Company in connection with transferring the data outside the EEA can be obtained by contacting the Data Protection Inspector appointed by the Company.
7. The personal data shall be stored by the Company for the period of carrying out the concluded agreements and until their correct settlements and furthermore:
- a. until the expiry of potential claims resulting from the above-mentioned agreements,
  - b. for the time necessary to pursue specified claims in connection with the concluded

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agreements mentioned above,

- c. for the time of fulfilling duties resulting from the provisions of law, including in particular tax and accounting regulations, i.e. duties connected with storing of documentation pursuant to the requirements of Art. 74 of the 29 September 1994 Accounting Act,
  - d. for the period necessary to attest by the Company, before the public administration authorities, including the supervisory body in the scope of personal data protection, the correctness of fulfilling its legal duties,
  - e. for the purpose of archivisation, when it concerns the history of correspondence and the answers to inquiries - for the period not longer than 3 years from obtaining the data,
  - f. for the purpose of direct marketing - until an objection against data processing is made or until the data become outdated,
  - g. for the purpose of sending the commercial information by electronic means - until the consent for the implementation of this purpose is cancelled or until the data become outdated,
  - h. for the purpose of marketing communication with the use of telecommunication end devices (i.e. telephone) and automatic calling systems - until the consent for realisation of this purpose is cancelled or until the data become outdated.
8. The Company ensures the right to use the entitlements provided by the ground of GDPR, that is the right to request access to one's personal data, the right to correct them, delete them or request limitation of their processing, the right to transfer the data and the right to make an objection against their processing, on the basis of the rules and cases stipulated in the GDPR provisions.
9. In case of processing the data by the Company for the purpose of carrying out the legally grounded interests (mentioned above), we inform you about your right to make an objection against processing the data connected with a special situation and also the right to make an objection in any moment in case of data processing for the purposes of direct marketing.

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10. In case of processing the data on the basis of the consent granted, we inform you about your right to cancel the consent at any moment without stating the reason, which shall not affect

the accordance of data processing prior to the cancellation of the consent.

11. We inform you about your right to lodge a complaint in connection with the data processing to the supervisory authority, which is the President of the Personal Data Protection Office.

12. Submitting personal data for the purposes of:

- a. carrying out the object of the agreement is a condition for concluding the agreement and failure to submit such data may result in the lack of possibility of its conclusion or lack of possibility of its due performance,
- b. considering complaints and pursuing possible claims is necessary for the purpose of correct examination of possible complaints or pursuing claims by the Company,
- c. for the purposes resulting from the provisions of the law is obligatory on the basis of the quoted provision of the law,
- d. it is voluntary in the remaining cases.

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