

INFORMATION CLAUSE REGARDING THE PROCESSING OF PERSONAL DATA IN CONNECTION WITH THE CONCLUSION OF A CONTRACT

Pursuant to Article 13(1) and 13(2) of Regulation of the European Parliament and of the Council (EU) 2016/679 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 repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, p. 1) (hereinafter referred to as "the GDPR") we inform that:

1. Data Controller

The Data Controller of personal data is **DPDgroup IT Solutions sp. z o.o. with its registered office in Warsaw** (hereinafter referred to as "DPD"), address: 26 Iłżecka Street, building E, 02-135, Warsaw, entered into the register of entrepreneurs of the National Court Register by the District Court for the m.st of Warsaw in Warsaw under KRS number: 0000875978 (hereinafter referred to as the "the Controller"). The Controller can be reached through the contact form on the www.dpdgroupitsolutions.pl website or by sending an e-mail to: digitspl.privacy@dpdgroup.com as well as by traditional mail, at the address of the Controller's registered office indicated above.

2. Data Protection Officer

The Controller has appointed a person responsible for the protection of personal data, i.e. the Data Protection Officer, who can be contacted via the digitspl.privacy@dpdgroup.com e-mail address or via traditional mail at the address of the Controller's registered office indicated above with the note "To the Data Protection Officer".

3. Purposes and bases for processing

The Controller processes personal data in order to:

- 1) for you to perform activities for the entity you represent, on the basis of the legitimate interest of the data controller, which is the need to process data necessary to conclude and perform contracts with contractors (Article 6(1)(f) of the GDPR) – in the case of contracts concluded with a natural person,
- 2) to conclude and perform the Contract – the legal basis for the processing are the activities necessary for the performance of the contract to which the data subject is a party, or to take action at the request of the data subject prior to the conclusion of the contract (Article 6(1)(b) of the GDPR) – in the case of contracts concluded with a legal person,
- 3) establish, pursue or defend against claims related to the concluded Contract - the legal basis for data processing is the necessity of processing to pursue the legitimate interest of the Controller. In this case, the legitimate interest of the Controller is the ability to establish, pursue or defend against claims (Article 6(1)(f) of the GDPR),
- 4) for tax and accounting purposes - the legal basis for data processing is the necessity of their processing in order to comply with a legal obligation incumbent on the Controller (Article 6(1)(c) of the GDPR).
- 5) ensure security, including the protection of persons staying in the area covered by monitoring and the protection of property - the basis for processing is the legitimate interest of the Controller (Article 6(1)(f) of the GDPR). Your personal data are processed to ensure security on the premises and the protection of the Controller's property - the legal basis for processing is the necessity of processing to pursue the legitimate interest of the

Controller (Article 6, paragraph 1, letter f of the GDPR). The following areas are subject to video monitoring: the entrance to the premises, corridors, and passageways. Images from surveillance cameras are recorded, but no sound is recorded.

4. Data recipients

The recipients of your personal data are entities to which the Controller entrusts the performance of activities related to the need to process personal data, in particular in the field of accounting, HR, administrative or consulting services. The recipients of your personal data may also be entities or bodies authorized to receive your data – only in justified cases and on the basis of generally applicable provisions of law.

5. Data retention period

Personal data will be stored until:

- 1) performance of the Contract – until its termination or expiry;
- 2) the establishment of the pursuit or defense of claims– until the claims are time-barred;
- 3) until the expiry of the obligation to store personal data resulting from the provisions of generally applicable law (e.g. the obligation to store accounting documents).
- 4) the Controller processes video recordings solely for the purposes for which they were collected and stores them for a period not exceeding 3 months from the date of recording. If video recordings constitute evidence in legal proceedings or the Controller becomes aware that they may constitute evidence in proceedings, the above-mentioned period is extended until the final conclusion of the proceedings. After the above-mentioned period, video recordings obtained as a result of monitoring and containing personal data are destroyed, unless separate provisions provide otherwise.

6. Rights of data subjects

In connection with the processing of personal data, the data subject has the following rights to: access to data, rectification of data, deletion of data, restriction of data processing, right to object to data processing, right to data portability, as well as the right to lodge a complaint with the President of the Office for Personal Data Protection. You are entitled to these rights in the cases and to the extent provided for by generally applicable law.

7. Information on the requirement/voluntariness of providing data

Providing personal data is voluntary, however, it is necessary to conclude the Contract. Failure to provide personal data to the necessary extent results in the inability to conclude the Contract.

8. Information on automated decision-making, including profiling

Based on personal data, the Contract will not make automated decisions, including decisions resulting from profiling.