

INFORMATION CLAUSE REGARDING THE PROCESSING OF PERSONAL DATA FOR PERSONS CONTACTING DGITS

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 Itzecka 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 your data contained in e-mail correspondence in order to:

- a) communicate, document arrangements made with clients, contractors, and other parties, and receiving letters, notifications, and requests in electronic form – the legal basis for data processing is the necessity of processing to pursue the Controller's legitimate interest. The Controller's legitimate interest in this case is to conduct correspondence (Article 6(1)(f) of the GDPR),
- b) potentially establish, exercise or defend against legal claims – the legal basis for data processing is the necessity of processing to pursue the Controller's legitimate interest. The Controller's legitimate interest in this case is the ability to establish, exercise, or defense against legal claims (Article 6(1)(f) of the GDPR).

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 are stored: for the period necessary to conduct correspondence or respond to an inquiry or for the period of cooperation and, after these periods, for the limitation period for any claims.

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 the personal data is voluntary but necessary for the implementation of the above-mentioned purposes.

8. Information on automated decision-making, including profiling

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