

## **Data protection information obligations of contractors and persons acting on behalf of contractors.**

Pursuant the Art. 13 and Art. 14 of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27th of 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 (General Data Protection Regulation), OJ EU L. 119 of 04.05.2016, p.1, hereinafter referred to as GDPR, we hereby inform you that:

- 1. The administrator of your personal data (“ADO”)** is MESKO S.A., based in Skarżysko-Kamienna (26-111), at ul. Legionów 122, KRS number: 0000041811, NIP (Tax ID No): 663 000 20 96, phone: 41 253 30 01, e-mail: info@mesko.com.pl
- 2.** Regarding the protection of your personal data, you can contact the **Data Protection Officer** by electronic contact, at the following e-mail address: iodo@mesko.com.pl, phone: +48 41 253 67 90.
- 3.** If your personal data was not provided to the Administrator directly, he received it from the contractor on whose behalf you are acting to the extent necessary to carry out the provisions of the contract/order (name, surname, position, contact information).
- 4. The Administrator will process your data for the purpose of:**
  - a) to conduct analysis of submitted bids, negotiations, conclusions and executions of contracts and orders, in particular in connection with business correspondence (Art. 6.1.b. of the GDPR),
  - b) for the purpose of issuing and transmitting invoices, bookkeeping and tax records, fulfilling the Administrator’s legal obligations (Art. 6.1.c. of the GDPR),
  - c) in matters of asserting and defending against business claims, as well as for the purposes of establishing cooperation and maintaining business contacts, marketing activities, necessity arising from the legitimate interests pursued by ADO, such as responding to your letters and requests, archival (evidential) being the realization of the legitimate interest of securing information in the event of a legal need to prove facts – related to the coordination and execution of the contract (Art. 6.1.f. of the GDPR).
- 5. The duration of processing** of personal data is related to the purposes of processing indicated above. Accordingly, personal data will be processed until the purposes indicated in point 4 are fulfilled, and thereafter for the time during which the Administrator is required by law to retain the data.
- 6. The right of the person to whom the data belongs.** In accordance with applicable data protection laws, you have the right to access your data, to rectify (correct) your data, to erase, to restrict its processing or to object to its processing, and to data portability. If the processing of personal data is based on Art. 6.1.c. of the GDPR, the data subject has no right to data portability, erasure or the right to object. You can exercise these rights by submitting a request, which is posted on our website under “GDPR” – by email to the Administrator’s registered office address, by email to: info@mesko.com.pl, or in person at the Company’s headquarters.
- 7. The right to lodge a complaint to the supervisory authority.** You have the right to file a complaint to the supervisory authority, which in Poland is the President of the Office for Personal Data Protection. Contact information: Office for Personal Data Protection at ul. Stawki 2, 00-193 Warsaw, phone: 606-950-000, <http://www.uodo.gov.pl/pl>
- 8. Data recipients.** The recipient of your personal data are entities cooperating with the Administrator in the implementation of the purposes of processing specified in point 4, which provide services to the Administrator, i.e. MESKO S.A., and to whom the data are made available/trusted, e.g. providers of external ICT systems, attorneys and legal advisors, entities providing advisory, consulting, auditing, postal, courier services, entities providing security services, Companies within the PGZ Group, scientific institutions, state bodies or other entities authorized by law. Entities to which personal data will be made available, undertake to maintain confidentiality and implement appropriate technical and organizational measures to guarantee the protection of the entrusted personal data.

- 9. Transmission of personal data to a third country.** Your personal data will not be transferred to recipients in countries outside the European Economic Area (“third countries”) or to an international organization. Any transfer of personal data to a third country may take place with your consent.
- 10. Your provision of personal data is** voluntary, however, if you do not provide it, it will not be possible to fulfill the purposes of processing, in particular, to fulfill the contract or issue an invoice.
- 11. Automated decision-making.** In the course of processing your personal data, no decisions regarding you will be made automatically and no profiles will be created, which means that the actions referred to in Art. 22.1 and 4 of the GDPR will not be taken.