

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSES OF IMPLEMENTING AND PERFORMING A CONTRACT WITH CUSTOMER/CONTRACTOR

Your Data Controller is Comtegra S.A. with registered office in Warsaw, ul. Puławska 474, 02-884 Warsaw, Poland (hereinafter referred to as: Company, Comtegra).

For what purpose and on what basis Comtegra will process personal data?

I. If you are an employee/associate of the Comtegra Customer/Contractor:

Your personal data has been forwarded (made available) to us by your employer or a person (company) with whom you cooperate in relation to the conclusion of a contract with us and will be processed in order to:

- a. conclude, implement and monitor the performance of contracts concluded between Comtegra and your employer – pursuant to Article 6(1)f GDPR, where the legitimate interest of the Controller will be the implementation of the contract with the Contractor;
- b. archive to the extent necessary to perform legal obligations, in particular tax and accounting regulations – pursuant to Article 6(1)c GDPR (performance of the obligation imposed on the administrator by law);
- c. investigate or defend against possible claims - pursuant to Article 6(1)f GDPR;
- d. create analyses of the results of our business activities for internal purposes - pursuant to Article 6(1)f GDPR, where the legitimate interest of the Controller is improvement of the quality of services provided and optimization of business operations.

II. If you are a Comtegra Customer/Contractor (sole proprietor or partner in a civil law partnership), your data will be processed in order to:

- a. conclude, implement and monitor the performance of contracts concluded between you and Comtegra, including processing in connection with your participation in the process of collecting offers or other mode related to the conclusion of contracts or selection of contractors – pursuant to Article 6(1)b GDPR;
- b. archive to the extent necessary to perform legal obligations, in particular tax and accounting regulations – pursuant to Article 6(1)c GDPR (performance of the obligation imposed on the administrator by law);
- c. investigate or defend against possible claims - pursuant to Article 6(1)f GDPR;
- d. create analyses of the results of our business activities for internal purposes - pursuant to Article 6(1)f GDPR, where the legitimate interest of the Controller is improvement of the quality of services provided and optimization of business operations.
- e. verify the credibility of the Customer/Contractor – i.e. to implement the necessary measures in the form of risk assessment (legal, financial, image, reputational) before or after the conclusion of the contract, during the performance of the contract or

when extending the coverage of the contract; in pursuing this objective, we may additionally obtain your data from business information registers, business intelligence and other publicly available information sources; personal data referred to in the previous sentence will relate to settlement of your obligations and your business - pursuant to Article 6(1)f GDPR;

- III. If you are a representative of the party with whom Comtegra concludes a contract (member of the management board, proxy, attorney), your data will be processed for the purpose of concluding and implementing this contract - pursuant to Article 6(1)f GDPR.

Comtegra will transfer your personal data to other entities entrusted with the processing of personal data in the name and on behalf of Comtegra. Your personal data may be made available to Comtegra's business partners for the purpose of contract performance. In addition, Comtegra will share your personal data with other recipients, including public authorities and entities performing public tasks or acting on behalf of public authorities, provided such obligation arises from the provisions of law.

Your data will not be transferred to third countries or international organizations.

For what period of time will Comtegra process the data?

- to the extent indicated in point Ia and IIa - for the period preceding the conclusion of the contract and for the period necessary to perform the contract;
- to the extent indicated in point Ib, IIb and III - for the period resulting from the provisions of the Accounting Act of 29 September 1994 and the Act of 29 August 1997 - Tax Code;
- to the extent indicated in point Ic and IIc - for the duration of the proceedings and the limitation period for potential claims;
- to the extent indicated in point Id and IIId - for a period not longer than that indicated in point Ib and IIb;
- to the extent indicated in point IId - for the period necessary to carry out such an assessment.

What are the rights of the data subject?

You have the right to:

- access your personal data and to receive copies of personal data being processed;
- rectify your inaccurate personal data;
- claim data erasure (right to be forgotten) in cases referred to in Article 17 GDPR;
- obtain restriction of personal data processing in cases referred to in Article 18 GDPR;
- object to data processing in cases referred to in Article 21 GDPR;
- transfer the data provided, processed in an automated manner.

If you believe that your personal data is being processed unlawfully you may lodge a complaint with the supervisory authority - Personal Data Protection Office, ul. Stawki 2, Warsaw.

Contact

Should you need any additional information related to the protection of personal data or would like to exercise your rights, please contact our Data Protection Officer:

Piotr Janiszewski, e-mail: iod@comtegra.pl.

