

## INFORMATION CLAUSE REGARDING PROCESSING OF PERSONAL DATA

for

- 1) contractor who is a natural person not conducting business activity; sole trader or person who operates business in the form of civil partnership
- 2) employees, subcontractors, proxies or representatives of the contractor

Under General Data Protection Regulation ("GDPR"), we would like to inform you that:

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| <b>Data Controller</b>                         | The Data Controller is <b>MASPEX FOOD Sp. z o.o.</b> with its registered office in Wadowice, address: 34-100 Wadowice, Chopina 10 St., NIP (Tax Identification Number): 5512640426, contact details: e-mail address: maspex@maspex.com („Data Controller”).  |   |
| <b>Data Protection Officer</b>                 | In all matters related to the processing of personal data, please contact the <b>Data Protection Officer</b> at the e-mail address: iod@maspex.com or at the address: ul. Chopina 10, 34-100 Wadowice.   |   |
| <b>Purposes of personal data processing</b>    | <b>THE PURPOSE OF PERSONAL DATA PROCESSING</b>   | <b>LEGAL BASIS FOR PROCESSING</b>   |
|  | a. conclusion and performance of the contract/cooperation  | legitimate interest of the Data Controller and/or a company from the Data Controller's group  |
|  | b. implementation of business and administrative purposes related to running a business  | legitimate interest of the Data Controller and/or a company from the Data Controller's group  |
|  | c. pursuing claims, if any, by the Data Controller, connected with non-performance or undue performance of the contract and/or torts, and defending against such claims  | legitimate interest of the Data Controller and/or a company from the Data Controller's group  |
|  | d. maintaining accounting books and other accounting documentation   | legitimate interest of the Data Controller and/or a company from the Data Controller's group  |
|  | e. conducting marketing and/or promotional activities, in particular presenting offers and commercial information regarding products from the Data Controller's offer (if applicable)  | legitimate interest of the Data Controller and/or a company from the Data Controller's group  |
| <b>Source of the personal data</b>             | If you have not provided your personal data directly to the Data Controller, the Data Controller has received your personal data from the entity with which the Data Controller and/or a company from the Data Controller's group cooperates and/or concluded a contract (Contractor), in connection with indicating you as the contact person/associate implementing the cooperation/agreement; proxy/representative concluding the contract or subcontractor.  |   |
| <b>Scope of the personal data</b>              | The Data Controller processes the personal data, the scope of which is each time conditioned by cooperation or a concluded contract: name and surname, position, address of the registered office/address of conducting economic activity, any other indicated address, e-mail address, phone number, identity card number, driving licence number, vehicle registration number, individual identification number: e.g.: NIP (Tax Identification Number), PESEL (Polish Resident Identification Number).<br>Personal data indicated above will be processed only to the extent necessary for the cooperation/performance of the contract and in compliance with the principle of adequacy.   |   |
| <b>Recipients of personal data</b>             | The following recipients may have access to personal data: the Data Controller's authorised employees and associates; the companies from the Data Controller's group and their authorised employees; entities providing services to the Data Controller and/or a company from the Data Controller's group, including entities used by the Data Controller and/or a company from the Data Controller's group for the performance of the contract, in particular entities providing IT services, entities providing transport, carriage, postal, courier, advisory services, and entities supporting the Data Controller and/or a company from the Data Controller's group in pursuing claims, in particular law firms, tax advisors, debt recovery companies, auditors, insurance companies, insurance brokers and authorised employees of the above-mentioned entities; entities authorised to receive personal data under generally applicable legal provisions in force.   |   |
| <b>Period of processing personal data</b>      | <b>Your personal data will be processed for the following period:</b>  | <b>in the event of processing personal data for the purpose set out in:</b>   |
|  | the duration of the cooperation/contract and the period equal to the limitation period for any claims for non-performance or improper performance of the contract and/or torts   | point a. and c.   |
|  | the period necessary for the Data Controller to achieve the above-mentioned purposes or until an objection to the processing of personal data is raised  | point b.  |
|  | the period required under legal provisions which impose specific obligations whose performance requires the processing of personal data  | point d.  |
|  | until raising the objection to the processing of personal data for marketing purposes  | point e.  |
| <b>Profiling</b>                               | Your personal data are not subject to the automated decision-making, including profiling.  |   |
| <b>Transfer of the data outside of the EEA</b> | Pursuant to the legal requirements, we would like to inform you that due to the need to ensure the highest possible level of IT services, including personal data security, IT service providers outside the European Economic Area ("EEA") may have access to personal data. The level of personal data protection outside the EEA differs from that provided by European law. For this reason, the Data Controller ensures that the above-mentioned IT service providers have access to personal data only to the extent necessary for the performance of their services (including maintenance) and ensuring an adequate level of protection, primarily through: a) cooperation with entities in countries for which a relevant adequacy decision of the European Commission has been issued regarding the assurance of an adequate level of personal data protection; b) the use of standard data protection clauses adopted by the European Commission. In the above-mentioned case, you have the right to obtain a copy of the information on the security measures applied by contacting the Data Protection Officer. |   |
| <b>Requirement to provide personal data</b>    | Providing personal data necessary to conclude the contract and necessary for compliance with a legal obligations to which the Data Controller is subject is mandatory, in the remaining scope is voluntary.  |   |
| <b>Data subject's rights</b>                   | You are entitled to require access to the content of your personal data, rectification, erasure, restriction of processing and portability of personal data.   | <p>A request to exercise all rights can be submitted to the correspondence address of the Data Protection Officer or to the e-mail address: iod@maspex.com.</p> <p>You have the right to file a complaint with regard to the processing of personal data with a supervisory authority, being in Poland, the President of the Personal Data Protection Office.</p> |
|  | In the event personal data are processed by the Data Controller for the purpose of the performance of the legitimate interest of the Data Controller and/or a company from the Data Controller's group, the data subject may, at any time, object to the processing of his/her personal data for the reasons connected with his/her specific situation.  |   |
|  | If the personal data are processed for the purpose of marketing the products offered by the Data Controller, you may, at any time, object the processing of your personal data for marketing purposes.   |   |

