



In accordance with Article 13 of the General Data Protection Regulation of 27 April 2016 (Journal of Laws of the Republic of Poland). UE L 119 of 04.05.2016) I hereby inform that:

1. The administrator of your Personal Data is EXOFIX Spółka z Ograniczoną Odpowiedzialnością with its registered office in Wola Gutowska 33E, 26-660 Jedlińsk, <https://exo-fix.com>.
2. Contact with the Administrator is possible at the correspondence address EXOFIX Spółka z Ograniczoną Odpowiedzialnością with its registered office in Wola Gutowska 33E and at the e-mail address [office@exo-fix.com](mailto:office@exo-fix.com).
3. Personal data will be processed for the purpose of :
  - preparing, concluding and performing a contract, orders, orders or to take action at the request of the person to whom the contract relates, prior to the conclusion of the contract (legal basis: Article 6(1)(b) of the GDPR);
  - fulfilling our statutory obligations resulting from the provisions of m.in tax, accounting and labour law – legal basis: (performance of obligations in accordance with Article 6(1)(c) of the GDPR),
  - archiving purposes, asserting rights and claims, possible defence against claims or pursuing them (legal basis: our legitimate interest in accordance with Article 6(1)(f) of the GDPR).
  - consideration of complaints, if they are filed, on the manner of performance of the contract between you and the Company (legal basis: Article 6(1)(b) of the GDPR);
  - conducting marketing of the Company's own products or services constituting the implementation of our legitimate interest, which is to inform about our commercial offer (legal basis: Article 6(1)(f) of the GDPR);
  - in other cases, your personal data is processed only on the basis of your prior consent to the extent and for the purpose specified in the content of the consent (legal basis: Article 6(1)(a) of the GDPR)
  - facilitating communication with customers in connection with the provision of services, handling requests and complaints within the framework of the legitimate interest of the Data Controller (legal basis Article 6(1)(f) of the GDPR)
4. Personal data are not made available to other recipients, except for entities authorized to do so, such as:
  - authorities authorized by law to receive personal data,
  - entities that process personal data on behalf of the Administrator on the basis of an agreement concluded with the Administrator m.in.
    - entities providing logistics services;
    - entities providing archiving and missing document services;
    - entities providing postal and courier services;
    - entities providing substantive support services (e.g. law firms);
5. The recipients of personal data will be entities authorized to obtain personal data on the basis of legal provisions and entities cooperating with the Data Administrator;
6. The person whose data is processed has the right to:
  - **access to the content of your data** - by exercising this right, it is possible to obtain information about what data, how and for what purpose they are processed,



- **the right to rectify them** - by exercising this right, you can report to us the need to correct incorrect data or supplement data resulting from an error in the collection or processing of data
  - **the right to restriction of processing** – by exercising this right, you can submit a request for restriction of data processing if you question the accuracy of the processed data. If the request is justified, we can only store the data
  - **the right to erasure** – by exercising this right, you can submit a request for data deletion. If the request is justified, we will immediately delete the data. However, this right does not apply to situations where personal data are processed for the purposes related to the fulfilment of legal obligations of the controller or for the performance of a task carried out in the public interest or within the framework of official authority vested in the controller.
  - **the right to object** – by exercising this right, you can object to the processing of your data at any time if they are processed on the basis of Article 6(1)(e) or (f) (legitimate interest or public interest). Once we have accepted your request in this regard, we are obliged to stop processing your data for this purpose. In such a situation, after considering the request, we will no longer be able to process the personal data covered by the objection on this basis, unless we demonstrate that there are compelling legitimate grounds for the processing of the data, which are considered by law to override the interests, rights and freedoms or the grounds for the establishment, exercise or defence of claims.
  - **The right to lodge a complaint with the supervisory authority**, i.e. the President of the Office for Personal Data Protection, if it is found that the processing of personal data violates the provisions of law
7. Personal data will not be transferred to countries outside the European Economic Area.
8. Providing personal data is obligatory based on the provisions of law, and in the remaining scope it is voluntary.