



According to the General Data Protection Regulation (GDPR) 2016/679 of the European Parliament and of the Council 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, and repealing Directive 95/46/EC (General Data Protection Regulation), we are obliged to inform you on how your personal data is administered by us.

## 1. The administrator of personal data

The administrator of your personal data is AE Group Polska Sp. z o. o., located in Strzelce Krajeńskie. You can contact us as follows:

- a) by post to the address: ul. Jedności Robotniczej 3, 66 500 Strzelce Krajeńskie,
- b) by email: aepl@ae group.de,
- c) by telephone: (95) 7630000

## 2. Data protection officer

We have appointed a data protection officer. It is a person that you can contact in all matters regarding the processing of personal data and the use of your rights related to the fact that we process your data. You can contact the inspector in the following way:

- a) by post to the address: Kancelaria Radcy Prawnego Mikołaj Sawczyn , ul. Roosevelta 16/2, 66 400 Gorzów Wlkp
- b) by email: iod@ae group.de
- c) by telephone: (95) 7388760

## 3. Purposes of processing and the legal basis for processing

Your personal data will be processed for the following purposes:

- a) conclusion and performance of the contract
- b) any claims arising from this contract

The legal basis for the processing of your personal data is:

- a) the fact that the processing is necessary for the performance of the contract (basis provided for in Article 6 (1) (b) of the GDPR);
- b) our legally legitimate interest (the basis of Article 6 (1) (f) of the GDPR) in the scope of data processing for the purposes of proceedings aimed at pursuing claims under the contract. At the same time, we would like to inform you that we have carried out an analysis of our legitimate interest and the impact of the processing on your interests or analysis of our legitimate interest and the impact of the processing on your interests or rights and freedoms. If you want to read the above analysis, please contact us directly rights and freedoms. If you want to read the above analysis, please contact us directly in the manner indicated in points 1 or 2 above.in the manner indicated in points 1 or 2 above.

## 4. Categories of data

The categories of your personal data being processed are the identification and contact information such as name, surname, email address, phone number and e mail address.

## 5. The period of storage of personal data

We will store your data until the completion of the contract and the expiry of the limitation period for claims arising therefrom. In the event of initiating proceedings aimed at pursuing claims under the contract, we will keep your data until the end of these proceedings.

## 6. Recipients of data

Your personal data will be transferred to the Administrator's employees directly responsible for the processing of data, as well as by the management and also by the Personal Data Inspector. These data can also be passed on to employees within the AE Group capital group. If necessary, your personal data will also be processed by our lawyers.

## 7. Your rights

You are entitled to the following rights related to the processing of personal data:

- a) prawo dostępu do Twoich danych oraz otrzymania ich kopii;
- b) prawo żądania sprostowania Twoich danych osobowych;
- c) prawo do żądania abyśmy usunęli Twoje dane osobowe;
- d) prawo żądania ograniczenia przetwarzania Twoich danych osobowych. Co oznacza, że w przypadku gdy np. Twoim zdaniem posiadane przez nas dane są nieprawidłowe lub przetwarzamy Twoje dane bez podstawy prawnej lub nie chcesz abyśmy je usunęli, bo są Ci potrzebne do ustalenia, dochodzenia lub obrony roszczeń lub na czas wzniesionego przez Ciebie sprzeciwu względem przetwarzania danych, możesz żądać abyśmy ograniczyli przetwarzanie Twoich danych osobowych wyłącznie do ich przechowywania lub wykonywania uzgodnionych z Tobą działań;
- e) prawo do przenoszenia Twoich danych osobowych, tj. prawo do otrzymania od nas Twoich danych osobowych w ustrukturyzowanym, powszechnie używanym formacie nadającym się do odczytu maszynowego. Możesz przesłać te dane innemu administratorowi lub żądać abyśmy my je przestali do innego administratora. Jednakże zrobimy to tylko jeśli takie przesłanie jest technicznie możliwe.

To use the above rights, contact us or our data protection officer in the manner indicated in points 1 or 2 above.

### The right to object due to your specific situation

If you want to object to any aspect of the processing of your personal data, please contact us directly in the manner indicated in points 1 or 2 above.

### The right to submit a complaint to the supervisory body

You also have the right to lodge a complaint with us to the supervisory body, i.e. the President of Urząd Ochrony Danych Osobowych (the Office for the Protection of Personal Data).

## 8. Information about the requirement / voluntary data submission

Providing your data is not a statutory duty but it is necessary for the conclusion and execution of the contract.