

INFORMATION CLAUSE

In connection with the implementation of the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 (General Data Protection Regulation "**GDPR**"), METALTECH spółka z ograniczoną odpowiedzialnością with its registered office in Czosnów informs about the purpose, manner and basis for processing your personal data (hereinafter referred to as "**Data**"). The following information applies to you:

I. customers and contractors of METALTECH spółka z ograniczoną odpowiedzialnością who are natural persons,

II. persons representing customers and contractors of METALTECH spółka z ograniczoną odpowiedzialnością or other entities establishing contact with METALTECH spółka z ograniczoną odpowiedzialnością (personnel, co-workers, agents, proxies, subcontractors, etc.).

ADMINISTRATOR OF PERSONAL DATA (hereinafter also referred to as "ADO**")**

1. The administrator of your Data is METALTECH spółka z ograniczoną odpowiedzialnością with its registered office in Czosnów, 29 Spokojna Street, 05-152 Czosnów, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, XIV Commercial Division of the National Court Register under KRS number: 0000339131, NIP: 5311664012, REGON: 142049200, with the share capital of the company in the amount of: 3 486 600,00 PLN.
2. ADO may be contacted by e-mail: ado@metaltech.pl or in writing – to the address of ADO's registered office indicated in the preceding point.

PURPOSE AND LEGAL BASIS OF THE PROCESSING

Information for customers and contractors

1. If you are a party to a contract with ADO (our customer, contractor) or if you wish to conclude a contract with ADO, we process the following Data: contact details and other data necessary to conclude a contract. This Data was collected directly from you.
2. Your data is processed for the purpose of:
 - a. the conclusion and performance of the contract and/or cooperation between you and ADO, pursuant to Article 6(1)(b) of the GDPR;
 - b. in connection with the implementation of the above obligations – the implementation of legal obligations, incumbent on ADO, related to the need to comply with obligations imposed by tax law and accounting regulations, pursuant to Article 6(1)(c) of the GDPR;
 - c. pursue ADO's legitimate interest in ensuring the contacts necessary for the conclusion and performance of the agreement and/or cooperation and its ongoing maintenance, in answering questions, in maintaining business relations and in identifying, investigating and defending against claims, pursuant to Article 6(1)(f) of the GDPR.

Information for persons representing clients or contractors (or other entities)

1. If you represent a client or a contractor or other entity (e.g. your employer, principal, contractor), we process the following Data: contact details, related to your function or relationship with the represented entity.

We have collected this Data directly from you or we have received it from the entity on behalf of which you are acting.

2. Your data is processed for the purpose of:
 - a. in connection with the implementation of the above obligations – the implementation of legal obligations, incumbent on ADO, related to the need to comply with obligations imposed by tax law and accounting regulations, pursuant to Article 6(1)(c) of the GDPR;
 - b. realising ADO's legitimate interest in ensuring the contacts necessary for the conclusion and performance of the contract and/or cooperation and its ongoing maintenance, in answering questions, in maintaining business contacts and in identifying, investigating and defending against claims, pursuant to Article 6(1)(f) of the GDPR.

DATA RECIPIENTS

The recipients of your Data can only be authorised by ADO persons (staff and subcontractors) or entities such as:

- Data processors on behalf of the ADO (in particular companies providing IT services and systems and technical support, accounting, administrative, advisory and legal services, archiving, digitisation and destruction of documents) and other persons working with the ADO who must have access to the Data in order to carry out their duties;
- ADO customers and contractors for Business Data if this is necessary for the performance of the contract;
- other administrators, such as among others banks, postal operators, carriers and, where legally required, public bodies authorised by law (for example state or law enforcement authorities).

THE WAY THE DATA ARE PROCESSED

1. The ADO does not intend to transfer your Data to a third country or an international organisation.
2. Your Data will not be processed automatically, including through profiling, as provided for in Article 22 of the GDPR.
3. The provision of your Data is voluntary, but is necessary for the performance of a contract or cooperation if the prerequisite for their processing is a legal provision or a contract concluded between the parties. Refusal to provide the Data will result in the inability to maintain contacts necessary for the implementation of the contract and/or cooperation or to answer the question asked.

PERIOD OF DATA PROCESSING

Your Data will be stored for the duration of the contract and/or cooperation with the client or ADO contractor, and after that time – for the period resulting from the applicable provisions of law, i.e. until the expiry of the statute of limitations for tax liabilities and related civil law claims (where the basic statute of limitations for claims arising from business activity is 3 years).

THE RIGHTS OF THE DATA SUBJECT

You have a right:

- request access to their Data, rectify, erase or restrict their processing and in the case of processing pursuant to Article 6(1b) of the GDPR – the right to port Data;
- where the processing of your Data is based on the legitimate interest of the ADO – to object at any time to the processing of the Data for reasons relating to a particular situation;
- lodge a complaint with the President of the Office for the Protection of Personal Data if you consider that the processing by ADO of your Data violates the rules of the GDPR.