

**INFORMATION CLAUSE ON PERSONAL DATA PROCESSING**

**SUBJECT:** CUSTOMER SERVICE: TAKING ORDERS OF INDIVIDUALS AND PROVIDING SERVICES FOR ENTREPRENEURS

**TO WHOM THE INFORMATION APPLIES :** PARTIES TO THE CONTRACT, THE PARTIES' REPRESENTATIVES, AGENTS, PROXY, A PERSON WHO MANAGES CONTRACTS

1. **Who uses the data :** Orimat Sp. z o.o. –National Court Register number KRS: 0000543871, company registration number REGON: 360648618, VAT reference number: PL813370070026; offer@orimat.eu.
2. **Contact regarding data protection:** office@orimat.eu.
3. **Purpose of using the personal data:** acquiring customers by presenting offers and providing business information; minimization of commercial risk by checking the customer's ability to pay in economic information offices; establishment of contractual conditions; the conclusion and performance of the contract; keeping the accounts; the calculation, collection and payment of the tax on goods and services, the determination and prosecution of claims as well as the defense against claims related to non-performance or poor performance of the contract; warranty and insurance.
4. **Legal basis:**
  - 4.1. Acquiring customers by submitting offers and disseminating commercial information– art. 6, paragraph 1, letter f), RGPD in relation to the provisions of the law of April 23, 1964, Civil Code, the law of July 16, 2004 relating to telecommunications and the law of July 18, 2002 relating to the provision of electronic services.
  - 4.2. Minimization of commercial risk by checking the customer's ability to pay with the Economic Information Office – Art. 6, paragraph 1, letter f) GDPR in relation to the provisions of the law of April 9, 2010 relating to the disclosure of economic information and the exchange of economic data.
  - 4.3. Establishment of contractual conditions, conclusion and execution of the contract – art. 6, paragraph 1, letter b) RGPD in relation to the provisions of the law of 23 April 1964, Civil Code.
  - 4.4. Bookkeeping– art. 6, paragraph 1, letter c), RGPD in relation to the provisions of the law of 29 September 1994 on accounting.
  - 4.5. Calculation, collection and payment of tax on goods and services – art. 6, paragraph 1, letter c) RGPD in relation to the provisions of the law of August 29, 1997. The Code of fiscal procedure and law of March 11, 2004 relating to the tax on goods and services.
  - 4.6. Guarantees and insurance –art. 6, paragraph 1, letter b) RGPD in relation to the provisions of the law of 23 April 1964, Civil Code.
  - 4.7. Determination and prosecution of complaints as well as defense against complaints – art. 6, paragraph 1, letter f), RGPD in relation to the provisions of the law of 23 April 1964, Civil Code.
5. **Where personal data comes from :** they were provided directly by the customer.
6. **Personal data to use :**

DATA SUBJECT	DATA USED IN THE CONSTRUCTION MATERIAL DELIVERY CONTRACT
<b>Parties to the contract</b> (in the case of natural persons)	<ol style="list-style-type: none"> <li>1. Basic identification data (e.g. name and surname, company)</li> <li>2. Identification data provided by public authorities (e.g. VAT reference number, social security numbers PESEL)</li> <li>3. Contact details (e.g. residence address or office address, e-mail address, telephone number)</li> <li>4. Financial data (e.g. Bank Account Number)</li> </ol>
<b>Parties' representatives</b> (legal representative)	<ol style="list-style-type: none"> <li>1. Basic identification data (e.g. name and surname, company)</li> <li>2. Identification data provided by public authorities (e.g. social security numbers PESEL)</li> <li>3. Data on employment (e.g. workplace, grade)</li> <li>4. Contact details (e.g. email address, phone number)</li> </ol>
<b>Agents</b> (including proxies)	<ol style="list-style-type: none"> <li>1. Basic identification data (np. imię i nazwisko)</li> <li>2. Identification data provided by public authorities (np. numer PESEL)</li> <li>3. Data on employment (np. miejsce pracy, stanowisko służbowe)</li> <li>4. Contact details (np. adres e-mail, numer telefonu)</li> </ol>
<b>The person who manages the contracts</b> (Persons assigned to performance of the contract)	<ol style="list-style-type: none"> <li>1. Basic identification data (np. imię i nazwisko)</li> <li>2. Data on employment (np. miejsce pracy, stanowisko służbowe)</li> <li>3. Contact details (np. adres e-mail, numer telefonu)</li> </ol>

7. **Who will receive the data:** the companies of the KFE Holding group, the supplier of the electronic document management software; forwarding agent; law firms, legal consultancies and legal services firms that provide legal assistance; in the event of a

possible recovery procedure - the entities mandated to collect debts, the financial establishments whose products and services the Client will use in the context of external financing of the purchase (credit, loan, leasing).

8. **The data retention period:** personal data will be kept for the duration of the contract, then for 6 years, from the date of the start of the limitation period. After the expiration of these deadlines, personal data will be deleted.
9. **Why is it so long? :** the storage of data for the duration of the contract is necessary for its execution. The storage of data after the expiration of the term of the contract is necessary to establish and pursue claims and defend against claims in the event of breach or improper performance of the contract. The limitation period for complaints is defined in art. 118. of the law of April 23, 1964, Civil Code. The day on which the limitation period for complaints begins is determined in accordance with Art. 120 of the law of April 23, 1964, Civil Code.

10. Your rights:

YOUR RIGHT	WHAT IT CONSISTS OF	RESERVATIONS	HOW TO USE
<b>Data access</b>	The right to <b>obtain information</b> on whether Orimat has the data of the person concerned, what the data is and how it is used. <b>The information is provided in the form of a note.</b>	Prawo dostępu do danych <b>nie polega na przekazaniu kopii dokumentacji</b> . Dostęp do niektórych informacji może być ograniczony, jeżeli ich udzielenie może <b>niekorzystnie wpłynąć na prawa i wolności innych osób</b> . Przed udzieleniem dostępu do danych, Orimat <b>może żądać podania dodatkowych informacji</b> , jeżeli jest to konieczne do udzielenia dostępu lub do potwierdzenia tożsamości zainteresowanej osoby.	Submit the request - contact details can be found in points 1 and 2.
<b>Data rectification</b>	The right to <b>correct</b> incorrect data, <b>update</b> outdated data and <b>complete</b> incomplete data.	You may need to present a document proving the accuracy of the data - for example, an identity card or a certificate confirming that you have specific qualifications.	Submit the request - contact details can be found in points 1 and 2.
<b>Deletion of data</b>	Right to <b>be forgotten</b> – to request the <b>deletion</b> of data relating to the data subject.	It is only entitled when: the data of the person concerned <b>are no longer needed</b> or are <b>used unlawfully</b> or in a specific case <b>there is a legal obligation to delete them</b> .	Submit the request - contact details can be found in points 1 and 2.
<b>Processing restrictions</b>	The right to request that the data is no longer used for a specific purpose.	It is entitled only when: the person <b>concerned questions the correctness of his data</b> or if his data is <b>used unlawfully but the person concerned opposes their removal</b> or when the data of the person concerned are no longer needed but <b>they are needed by the person to assert claims or defend against claims</b> .	Submit the request - contact details can be found in points 1 and 2.
<b>Opposition</b>	The right to request that the data of the person concerned is no longer used to pursue the legal interests of Orimat	It is due in the context of the use of personal data for the purpose of <b>acquiring customers by submitting offers and disseminating commercial information, minimizing commercial risks by verifying the capacity of payment of the customer with the system of economic information, establishing and pursuing claims and defending against claims</b> . The opposition is taken into account given the particular situation of the person concerned. Careful justification of the opposition can increase the chances that it will be found valid..	Submit the request - contact details can be found in points 1 and 2.
<b>Complaints to the President of the Personal Data Protection Office</b>	The right to inform the supervisory authority, compliance with the provisions relating to the protection of personal data in the event of a violation of the law.	When making a complaint, <b>please indicate to whom the complaint is addressed and please inform about the violation of the provisions</b> relating to the protection of personal data.	Contact the <b>Office for Personal Data Protection</b> .

11. **Whether it is necessary to provide data:** yes – is a condition for concluding a contract.
12. **Consequences of failure to provide data:** resignation from the intention to conclude a contract or withdrawal from a concluded contract
13. **Automated decision-making:** not applicable.
14. **Profiling:** not applicable.