

Information on the processing of personal data of representatives of customers / contractors

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 e-mail: aepl@ae-group.de,
- c) by telephone: 957630000.

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 e-mail: iod@ae-group.de
- c) by telephone: (95) 7388 760;

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 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.

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) the right to access your data and receive a copy thereof;
- b) the right to request the correction of your personal data;
- c) the right to demand that we remove your personal data;
- d) the right to request the restriction of the processing of your personal data. This means that e.g. if you believe your data is incorrect or we process your data without legal basis or you do not want us to remove it, you need to establish, investigate or defend claims, or for the time you objected to data processing, you can demand that we limit the processing of your personal data strictly to store them or perform activities agreed with you;
- e) the right to transfer your personal data, i.e. the right to receive your personal data from us in a structured, commonly used machine readable format. You can send this data to another administrator or request that we send it to another administrator. However, we will do it only if such action is technically possible.

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.