

Information regarding the processing of personal data directed to individuals representing the Contractor and the Contractor's employees directed to contacts regarding the execution of the contract

In accordance with the General Data Protection Regulation 2016/679 - hereinafter referred to as "GDPR", we provide the following information on the processing of personal data contained in email correspondence with SPIE Central Europe sp. z o.o.

I. Personal Data Controller and Data Protection Officer

1. The Controller of your personal data is SPIE Central Europe sp. z o.o. with its registered office in Gdansk, 87 Marynarki Polskiej Street, 80-557 Gdansk.
2. The Controller has appointed a Data Protection Officer, who can be contacted at e-mail address: iod.spie.ce@spie.com or by mail to the Controller's registered office address.

II. Purposes of processing and legal basis for processing

3. Personal data will be processed for the following purposes:
 - **conclusion, execution and termination of this agreement** on the basis of Article 6(1)(b) GDPR (in case he/she is a natural person running a sole proprietorship) and on the basis of legitimate interest (Article 6(1)(f) GDPR) in relation to representatives of legal entities;
 - **fulfillment of legal obligations incumbent on the Controller** resulting from, among others. inter alia, from tax and accounting regulations, i.e. financial and tax settlement (e.g. settlement of invoices or receipts, maintenance of accounting records) on the basis of Article 6(1)(c) of the GDPR;
 - **possible investigation of claims or defense against claims under the concluded agreement**, which constitutes the Controller's legitimate interest in accordance with Article 6(1)(f) of the GDPR.
 - **to contact the Contractor and its employees** regarding the execution of the contract on the basis of the Controller's legitimate interest (Article 6(1)(f) of the GDPR) which is contact for the purpose of executing the contract.

III. Recipients of data

4. Recipients of the processed personal data may be entities with which the Controller has entered into relevant contracts in the field of, for example, IT, legal, archiving, consulting services, as well as entities entitled to obtain data on the basis of applicable laws, e.g. banks, courts, law enforcement agencies or state institutions, when they make a request, based on the relevant legal basis.

IV. Retention period

5. Personal data will be processed for the duration of the contract and, after its termination, for the time associated with the expiration of claims related to the contract and for the time reserved by law, including tax and financial reporting regulations.

V. Your rights

6. You have the right to:
 - **access** to the content of your data and to request a copy of your data (Article 15 GDPR);
 - **request rectification** of your personal data (Article 16 GDPR);
 - **request erasure of your data** (Article 17 GDPR);
 - **request restriction of data processing** (Article 18 GDPR);
 - **data portability** i.e.. to receive personal data from the Administrator, in a structured, commonly used machine-readable format, to the extent that your data are processed for the purpose of entering into and performing a contract in an automated manner (Article 20 GDPR);
 - **to object to the processing of your personal data** on the basis of a legitimate interest (Article 21 GDPR);
7. To exercise your rights, please direct your request to the e-mail address: iod.spie.ce@spie.com or by mail to the Controller's registered office address.

8. Each individual also has the right to lodge a complaint with the President of the Office for Personal Data Protection if he/she considers that the processing of personal data concerning him/her violates the provisions of the GDPR.

VII. Information about the requirement/voluntariness of providing data

9. Provision of personal data of persons representing the Contractor is a contractual condition and necessary for the purpose of concluding and performing the contract.
10. Provision of personal data of the Contractor's employees is voluntary, but may be an obligation arising from the business or other relationship between the employee and the Contractor and may be necessary for the proper execution of the contract.
11. Personal data of the Contractor's employees shall be provided to the Controller by the Contractor.

VIII. Information about no profiling and no transfer of data out of EEA

12. Your personal data will not be subjected to automated decision-making, including profiling, nor will it be transferred outside the European Economic Area.