PRIVACY NOTICE FOR DRIVERS OF EXTERNAL COMPANIES

Dear Sirs

According to Article 14 of Regulation (EU) 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 ["**GDPR**"], please be advised as follows:

1. The Company has acquired your personal data from the shipping or transport company or from a business partner that employs you. Your personal data are processed only where necessary, and they include the following: first name, last name, personal identity card number, registration number of the vehicle, contact phone number, company name.
2. The controller of your personal data is FABRYKA ZIELENI SA, 71-820 Szczecin, ul. Nad Odrą 65, phone: 91 44 55 600, e-mail address: biuro@fabrykazieleni.pl [**Controller** or **Company**].
3. The data protection officer can be contacted at the office of the Company, e-mail address: iod@fabrykazieleni.pl, phone: 512 895 544.
4. Purposes and legal basis for personal data processing
Your personal data are processed according to the law for the following purposes:
1) performing a contract for transport services and commercial contracts with business partners of the Company according to Article 6(1)(f) of the GDPR ("*processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party*");
2) fulfilling the tax obligations and keeping documentation of transport services according to Article 6(1)(c) of the GDPR, in connection with the Corporate Income Tax Act;
3) establishing, exercising and defending against claims in connection with the performed contract for transport services or commercial contract according to Article 6(1)(f) of the GDPR;
4) ensuring the safety of people and security of property in the production and commercial areas of the Company by using CCTV surveillance, according to Article 22^2 of the Labour Code, the People and Property Protection Act and Article 6(1)(f) of the GDPR.

5. The Company may provide your personal data to its business partners only where required to implement its contracts. Where appropriate, the data may be provided to authorised public bodies according to the relevant provisions of the law.
6. Your personal data will be retained during the performance of the contract,
and then the documentation with the personal data will be retained for 5 years.
The personal data from CCTV surveillance will not be kept for more than 30 days from the date of the recording.

7. According to the provisions of the GDPR, you have the following rights:
the right to access your data and rectify them, the right to erasure or restriction of processing, the right to object to processing and the right to data portability.
8. You also have the right to lodge a complaint with the President of the Personal Data Protection Office (UODO) if you believe that we process your data contrary to the applicable law.
9. Your data will not be provided to third countries or international organizations.
10. Your personal data will not be processed by automated means and will not be subject to profiling.

In case of any questions or doubts, you can contact our Data Protection Officer at the office of the Company, by e-mail: iod@fabrykazieleni.pl or phone: 512 895 544.