PRIVACY NOTICE FOR THE BUSINESS PARTNERS OF FABRYKA ZIELENI SA

Dear Sirs

In this notice, we advise you of the purposes of processing of the personal data of natural persons who are our business partners, subcontractors of our business partners, their employees, representatives, attorneys and other persons whose data we process under cooperation agreements. Your personal data are processed where required for the purposes of the contract with FABRYKA ZIELENI SA

The scope of processed data only comprises the information required to perform a specific contract, and it usually includes the following: first name, last name, business name and address, REGON (statistical number), NIP (tax identification number) or PESEL (personal identity number), position, bank account number, contact phone number, e-mail address.

According to Articles 13 and 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 controller of your personal data is FABRYKA ZIELENI SA, 71-820 Szczecin, ul. Nad Odrą 65, phone: 91 44 55 600, e-mail: biuro@fabrykazieleni.pl [**Controller** or **Company**].
2. The data protection officer can be contacted at the office of the Company, e-mail address: iod@fabrykazieleni.pl

3. Purposes and legal basis for personal data processing

Your personal data may be processed for the following purposes:
1) performing contracts or activities preceding the execution of the contract
according to Article 6(1)(b) of the GDPR, ("*processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract"*);
2) pursuing legitimate interests of the Company connected with the performance of the contract 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*");
3) archiving documentation connected with the performance of the contract according to Article 6(1)(c) of the GDPR ("*processing is necessary for compliance with a legal obligation to which the controller is subject*") in connection with the Accounting Act and the Tax Ordinance Act;
4) establishing, exercising and defending against claims in connection with the contract according to Article 6(1)(f) of the GDPR;
5) ensuring the safety of people and security of property by using CCTV surveillance on the premises of the Company, according to Article 22^2 of the Labour Code, the People and Property Protection Act and Article 6(1)(f) of the GDPR.
5. Your personal data may be provided to our subcontractors that manage the IT systems of the Company, only in connection with the performance of the contract.
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 the full 5 years. If it is necessary to establish, pursue or defend against claims – the data will be retained for up to 3 years from the incident giving rise to the claim. 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

1) 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.
2) 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.
8. Providing your personal data is optional, but such data will be necessary to perform the contract.
9. 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.