

Processing personal data of customers, contractors and guests

Dear,

In accordance with Art. 13 sec. 1 and 2 of the Regulation of the European Parliament and of the Council (EU) of 27 April 2016 No. 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR) we inform you that:

- 1.** The administrator of your and/or child/ward's personal data is L.I. Invest Company Sp. z o. o. , ul. Szosa Kępińska 1, 56-500 Syców, with the assigned NIP number 9111904465 (hereinafter referred to as the Company or the Administrator).
- 2.** The Administrator can be contacted in writing by traditional mail to the address provided above or by e-mail at: office@liic.eu
- 3.** We provide all means of physical, technical and organizational protection of personal data against their accidental or intentional destruction, accidental loss, change, unauthorized disclosure, use or access, in accordance with all applicable regulations.
- 4.** In relation to your data that we process, you have the following rights: request the Administrator to access your personal data and receive a copy thereof; request the Administrator to rectify (correct) your personal data; request the Administrator to delete your personal data in a situation where the processing does not take place in order to fulfill the obligation arising from the law; request the Administrator to limit the processing of your personal data; object to the processing of your personal data; transferring your personal data; lodge a complaint with the President of the Office for Personal Data Protection (contact details on the office's website at www.uodo.gov.pl) if you believe that the processing of your personal data violates the provisions of the GDPR.
- 5.** We process your data on the basis of art. 6 sec. 1 lit. a) GDPR if you have consented to it for one or more specific purposes. Consent can be withdrawn at any time without affecting the lawfulness of the processing which was made on the basis of consent before its withdrawal.
- 6.** In the case of natural persons and entrepreneurs other than legal persons, we process data when it is necessary to perform the contract to which you are a party, or to take action at your request before concluding the contract, i.e. pursuant to art. 6 sec. 1 lit. b) GDPR.
- 7.** If you are an employee of a company we cooperate with, we may contact you pursuant to art. 6 sec. 1 letter f) of the GDPR, pursuing its own legitimate interest, which is the conclusion and performance of contracts. The data is provided to us by your employer.
- 8.** We process your data if it is necessary to respond to messages, offers or inquiries (delivered via traditional mail, e-mail or telephone), to carry out the activities you have requested or to send information if you have consented to it or it is necessary before concluding a contract or if we are obliged to do so by law (Article 6(1)(a), (b), or (c) of the GDPR).
- 9.** We store data for archiving purposes in accordance with the law (pursuant to Article 6(1)(c) of the GDPR) and on the basis of article 6 sec. 1 lit. f of the GDPR for data stored in archives and backup copies in accordance with the legitimate interest, which is the pursuit of claims or protection against such claims and ensuring the integrity of data in ICT systems.
- 10.** We also fulfill other obligations provided for by law, which are often related to the processing of your data, e.g. in the field of accounting and taxes, transport, foreign trade and customs - pursuant to art. 6 sec. 1 lit. c) GDPR.
- 11.** Your personal data is processed on the basis of art. 6 sec. 1 letter f) of the GDPR, i.e. because the processing is necessary for the purposes of the legitimate interests pursued by the Administrator, which are: conclusion and performance of contracts and the implementation

of other business purposes (especially the execution of orders, deliveries, payments; after-sales service, e.g. and handling complaints or other claims; preparing and sending inquiries and responding to such inquiries; developing products and services; internal administrative purposes, e.g. accounting, transfer of personal data within a group of companies), ensuring the security of IT networks and processes, protecting people and property by means of video surveillance and by verifying persons entering/entering the premises of the plant (including Suppliers' drivers).

- 12.** We share or may share your personal data with the following recipients: a company that outsources the Personal Data Protection Inspector for the Company, a company that provides accounting and office software, other companies providing maintenance or IT services, carriers, temporary employees, a video monitoring company, advisors legal entities, consulting companies, loss adjusters and insurance companies, auditors, banks, financial institutions, postal operators, courier companies. The data is processed on the basis of a contract with us and only on our instructions or on the basis of legal provisions. We do not share your data with any external entities for personal use - only for the implementation of the tasks specified above. All those who process your personal data ensure data security and fulfill all obligations in the field of personal data protection. Authorized bodies and institutions as well as authorized employees of the Administrator also have access to the data.
- 13.** Your personal data is not transferred to recipients in third countries, i.e. outside the European Economic Area (EEA) or to international organizations.
- 14.** We store your personal data only for the period necessary to achieve the purposes for which the data was collected or for the period specified by law (including the deadline for storing documentation resulting from the provisions of the tax law). In the case of monitoring - records will be stored for a period not exceeding 30 days, unless separate regulations provide otherwise. In relation to data processed on the basis of consent - until its withdrawal. In the case of processing in order to answer a question - for 1 year from the end of correspondence. In other cases, it will be the limitation period for claims or other periods provided for by law.
- 15.** Based on your personal data, we do not make automated decisions, nor do we make automatic profiling based on them.
- 16.** On the premises and in the buildings of the Company's registered office, your image may be recorded and recorded. The use of video monitoring is indicated by visible boards containing the GDPR information clause and boards with a camera pictogram in places where the image is collected. The administrator of your personal data collected by monitoring is the Company. Data processing by means of monitoring is carried out to ensure security and order and the possibility of its reconstruction for evidentiary, information and preventive purposes to document undesirable events or prohibited behavior within the Company's public space, pursuant to art. 6 section 1 lit. f GDPR. Your personal data may be transferred to entities providing services to the Administrator in the field of protection of persons and property and entities authorized to receive them on the basis of applicable law. We store the recorded and fixed data for no longer than 30 days. The processing period may be extended each time by the period of limitation of claims, if the processing of your personal data is necessary to establish or pursue any claims or defend against such claims by the Administrator.

Yours sincerely

Company owners