

INFORMATION CLAUSE FOR CONTRACTORS/SUPPLIERS AND PERSONS APPOINTED TO PERFORM THE CONTRACT

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Pursuant to Art. 13 and 14 of Regulation 2016/679 of the European Parliament and of the Council (EU) 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), hereinafter referred to as the GDPR, please be advised that:

1. The Controller of your personal data within the meaning of the Act on the Protection of Personal Data of 10 May 2018 and the GDPR is Company Corotop S.A., with its registered office in Chrzęstowice, at ul. Ozimska 2A, 46-053 Chrzęstowice.
2. In order to ensure constant supervision of the correctness of the processing of personal data, the Controller has appointed a Data Protection Officer. This is the person you can contact electronically by email: iod@corotop.com for all matters concerning the processing of your personal data and the exercising of your rights in relation to the processing.
3. Personal data will be processed for the purposes necessary for the performance of the Contract, as well as for contact purposes. The data will be processed in accordance with the applicable legislation, including in particular the provisions of the Personal Data Protection Act and the GDPR.
4. Provision of personal data is voluntary, but refusal to provide data may result in refusal to enter into the contract. The personal data of the persons appointed to perform the contract has been provided by the Contractor/Supplier. The provided data will only be processed within the scope of first name and surname, official position and official contact details and for the purpose of performance of the contract by that person.
5. The legal basis for the processing of the Contractor's/Supplier's personal data is Art. 6(1)(b) of the GDPR, which allows for the processing of personal data if this is necessary for the performance of a contract to which the data subject is a party or to take action at the request of the data subject prior to entering into a contract. In order to perform the settlements, the legal basis for the processing of the data is Art. 6(1)(c) of the GDPR in connection with the provisions of the Accounting Act, i.e. the fulfilment of a legal obligation incumbent on the Controller. The legal basis for the processing of the personal data of the persons appointed to perform the contract is Art. 6(1)(f) of the GDPR, i.e. the legitimate interest of the Data Controller. The Controller's legitimate interest is to ensure the performance of the contract, including in particular communication in connection with the cooperation undertaken. The legal basis for creating analyses of performance of the Controller's activity for internal purposes is Art. 6(1)(f) of the GDPR. The Controller's legitimate interest is to optimise its operations. The legal basis for the processing of the personal data of persons taking part in the customer satisfaction survey is Art. 6(1)(f) of the GDPR, i.e. the legitimate interest of the Data Controller. The legitimate interest of the Data Controller is to obtain, by means of a survey, information on the level of customer satisfaction with the products and services provided by COROTOP
6. The personal data may be made available to entities authorised by law, and the recipients of personal data may be entities providing mail and parcel delivery, IT and legal services, the Controller's Contractors, its Partners, as well as Kingspan Group Entities.
7. The personal data will be kept for the period necessary for the performance of the contract and after the end of the contract, in order to comply with the Controller's legal obligation, until the claims arising out of this contract become time-barred.
8. The personal data will not be transferred to third countries.

9. You have the following rights in relation to the processing of your data: the right to access your personal data and to request its rectification, erasure or restriction of the processing or the right to object to the processing, and the right to data portability – in accordance with the principles set out in Articles 15 – 21 of the GDPR. In order to exercise your rights, please contact us directly at the contact details indicated in point 2 of this Clause.
10. If you consider that your data is being processed in violation of the law, you have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office.
11. The personal data shall not be subject to automated decision-making, including profiling as referred to in Art. 22(1) and (4) of the GDPR.