

NOTICE ON THE PROCESSING OF PERSONAL DATA OF CONTRACTORS, POTENTIAL CONTRACTORS AND CONTACT PERSONS

Dear Sir or Madam, in accordance with Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ('GDPR'), we hereby inform you of the principles governing the processing of your personal data by ANIRO sp. z o.o.

1. **Data Controller:** The controller of your personal data is ANIRO sp. z o.o., with its registered office in Toruń, Bolesława Chrobrego 64 Str., 87-100 Toruń, entered in the National Court Register (KRS) under number 0000240757, Tax Identification Number (NIP): 5252336245, National Business Registry Number (REGON): 140144905, hereinafter referred to as the '**Controller**' or '**ANIRO**'. In matters relating to the processing of personal data, you may contact the Controller by email at: rodo@aniro.pl or in writing to the Controller's registered office address.
2. **Who this notice applies to** this notice applies to ANIRO's business partners and potential business partners, including sole traders, as well as persons representing business partners or potential business partners, employees, associates, authorized representatives and other persons designated as contacts in connection with existing or prospective cooperation.
3. **Source and categories of data:** Your personal data may be obtained directly from you, from the entity you represent or with which you cooperate, from a business partner or potential business partner of the Controller, as well as from publicly available sources, in particular business registers (KRS, CEIDG), websites or trade directories.

Where data is obtained from sources other than directly from you, it originates from the entity you represent, from a business partner or potential business partner of the Controller, or from publicly available sources.

The Controller may process the following categories of data: first name and surname, name of the entity represented, position or role, business contact details (email address, telephone number), business registration details, and data contained in ongoing correspondence relating to the cooperation.

4. **Purposes and legal bases for processing:** Your personal data may be processed for the following purposes:
 - a) taking steps to enter into a contract, conducting negotiations, submitting an offer, handling enquiries and conducting business correspondence - pursuant to Article 6(1)(b) of the GDPR, if the activities relate to a contract concluded directly with you, or Article 6(1)(f) of the GDPR, i.e. the Controller's legitimate interest in establishing and developing business relationships;
 - b) the conclusion and performance of a contract – pursuant to Article 6(1)(b) of the GDPR, if you are a party to the contract as a natural person, including a person carrying out business activities;
 - c) contact with persons representing contractors or potential contractors, designated contact persons, and the implementation of cooperation with the represented entity — pursuant to Article 6(1)(f) of the GDPR, i.e. the Controller's legitimate interest in conducting business activities, concluding and performing contracts, and maintaining business contacts;
 - d) carrying out marketing activities relating to the Controller's own products and services — on the basis of Article 6(1)(f) of the GDPR, i.e. the Controller's legitimate interest in the direct marketing of its own products and services. Where required by law, the sending of commercial

communications or the conduct of marketing activities using electronic means of communication will take place only after separate consent has been obtained;

- e) fulfilling the Controller's legal obligations, in particular those arising from tax and accounting regulations — pursuant to Article 6(1)(c) of the GDPR;
 - f) establishing, exercising or defending against legal claims — pursuant to Article 6(1)(f) of the GDPR, i.e. the Controller's legitimate interest in protecting its rights.
5. **The provision of data is voluntary.** In the case of marketing purposes based on consent, it is entirely optional; however, in other respects, it may be necessary for the purposes of conducting negotiations, concluding or performing a contract, handling an enquiry, fulfilling an order or maintaining business contact.
 6. **Data retention period:** personal data will be processed for the period necessary to fulfil the above purposes, in particular for the duration of negotiations, the term of cooperation or the validity of the contract, and subsequently for the period required by law, including tax and accounting regulations, and for the period necessary to establish, pursue or defend against claims. Where data is processed based on consent, it will be processed until such consent is withdrawn. If the basis for processing is the Controller's legitimate interest (including direct marketing), the data will be processed no longer than until an objection is effectively lodged, unless the Controller has valid, legitimate grounds for further processing.
 7. **Recipients of the data:** personal data may be disclosed to persons authorised by the Controller, to entities authorised under the law, and to entities providing the Controller with IT, hosting, email, bookkeeping, accounting, audit, consultancy, legal, tax, logistics, courier, postal or other services supporting the Controller's operations. Data may also be entrusted to entities processing it on behalf of the Controller based on appropriate data processing agreements.
 8. **Transfer of data outside the EEA:** as the Controller uses the services of entities which may have their registered offices, data centres or subcontractors outside the European Economic Area, personal data may be transferred to third countries. Such transfers take place in accordance with the GDPR, based on a European Commission decision confirming an adequate level of protection, standard contractual clauses or other mechanisms provided for in the GDPR. Personal data will not be transferred to international organisations.
 9. **Rights of the data subject:** you have the right to request access to your personal data, to obtain a copy of it, to have it rectified, to have it erased ('the right to be forgotten'), to restrict processing and to data portability — in the cases and under the conditions set out in the GDPR.
 10. **Right to withdraw consent:** to the extent that your data is processed on the basis of consent (Article 6(1)(a) of the GDPR), you have the right to withdraw that consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.
 11. **Right to object:** to the extent that your data is processed based on the Controller's legitimate interests (Article 6(1)(f) of the GDPR), you have the right to object to the processing of your data on grounds relating to your particular situation. Where data is processed for direct marketing purposes, you may object at any time without having to justify your decision.
 12. **Right to lodge a complaint:** You have the right to lodge a complaint with the supervisory authority – the President of the Office for Personal Data Protection (Stanisława Moniuszki 1A Str., 00-014 Warsaw) – if you consider that the processing of your personal data infringes the provisions of the GDPR.

13. **Automated decision-making:** Your personal data will not be subject to decisions based solely on automated processing, including profiling, which would produce legal effects concerning you or similarly significantly affect you.
14. **Further information:** further details regarding the processing of personal data by ANIRO sp. z o.o. are available in the Privacy Policy published on the website: <https://aniro.pl/polityka-prywatnosci/>.