



Information clause for self-employed individuals

On behalf of TORPOL S.A., we would like to inform you about the manner and purpose in which we process your personal data, as well as about your rights, indicating that:

TORPOL S.A. with its registered office in Poznań (61-119 Poznań), at 43 Św. Michała Street, entered into the Register of Entrepreneurs kept by the District Court Poznań - Nowe Miasto and Wilda in Poznań, VIII Economic Department of the National Court Register under the KRS number 0000407013, NIP 972-09-59-445, REGON 639691564, share capital of PLN 4,594,000.00 paid in full, is the administrator of personal data of contractors – self-employed individuals.

The administrator can be contacted via:

- 1) e-mail at: torpol@torpol.pl
- 2) or at the mailing address: TORPOL S.A., ul. św. Michała 43, 61-119 Poznań

Personal data of contractors will be processed by the administrator for the following purposes:

- 1) Implementation of the contract - to the extent necessary for performance of the contract (Article 6(1)(b) of the GDPR) - for the period of cooperation;
- 2) Conducting contract performance settlements between the parties, including the execution of payments – to the extent necessary for performance of the contract (Article 6(1)(b) of the GDPR) – until complete settlement;
- 3) Fulfillment of accounting obligations - in order to fulfill the obligations under the Accounting Act (Article 6(1)(c) of the GDPR) - for 5 years from the end of the year in which the event occurred;
- 4) Fulfillment of tax obligations - for the purpose of fulfilling obligations under tax laws, in particular the Tax Ordinance, the Corporate Income Tax Act, the Value Added Tax Act (Article 6(1)(c) of the GDPR) - for 5 years from the end of the tax year;;
- 5) Redress and defense against claims – for the purpose of the administrator's legitimate interest in asserting its property or non-property rights or protecting it against claims brought against the administrator, in accordance with general regulations, in particular the Civil Code (Article 6(1)(f) of the GDPR) - for 3 years from the end of the cooperation.

The Administrator will transfer personal data only to trusted recipients such as IT service providers, postal and courier services, law firms.

As we process your personal data, you have the right to:

- 1) request access to your personal data,
- 2) request rectification of your personal data,
- 3) request the deletion or restriction of the processing of your personal data,
- 4) object to the processing of your data,
- 5) file a complaint to the supervisory authority (President of the Office for Personal Data Protection).

The Administrator has appointed a Personal Data Inspector, who can be contacted in writing on matters related to your data by directing correspondence to the following email address: iod@torpol.pl

Your personal data will not be subject to profiling, and no automated decisions will be made on the basis of this data.