



**Information clause for the representatives
of the contractors of TORPOL S.A.**

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 your personal data.

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

The data processed by the Administrator include: first and last name, position/function, workplace, business phone number, business e-mail address, licenses and qualifications.

This data was provided to us by your employer or contracting party.

PROCESSING PURPOSES	LEGAL GROUNDS	RETENTION
1) implementation of the contract concluded between the Administrator and the entity you represent	Processing is necessary for the purposes of the administrator's legitimate interests (Article 6(1)(f) of the GDPR) - consisting of the purchase and sale of goods and services	for the period of cooperation
2) Conducting contract performance settlements between the parties, including the execution of payments	processing is necessary for the purposes of the administrator's legitimate interests (Article 6(1)(f) of the GDPR) - involving the maintenance of financial liquidity	until complete settlement
3) fulfillment of tax obligations	processing is necessary for the purposes of the administrator's legitimate interests (Article 6(1)(c) of the GDPR) in connection with Article 74 of the Act on Accounting and Other Taxes	for 5 years from the end of the tax year



4) Redress and defense against claims

processing is necessary for the purposes of the administrator's legitimate interests (Article 6(1)(f) of the GDPR) – defense of the entrepreneur's interests

6 years from the end of 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.