

Information on data processing by Power Engineering Transformatory Spółka z ograniczoną odpowiedzialnością

Ladies and Gentlemen,

We kindly inform you that **Power Engineering Transformatory Spółka z ograniczoną odpowiedzialnością with its registered office in Czerwonak (62 – 004)** , ul. Gdyńska 83 (hereinafter referred to as **the "Company"**) processes your personal data.

This information may include data that is pursuant to Regulation 2016/679 of the European Parliament and of the Council 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 (hereinafter: **"General Regulation"** or **"GDPR"**), are personal data.

Your personal data is processed in accordance with the following personal data protection regulations:

- Act of August 29, 1997 on the protection of personal data (Journal of Laws of 2016, item 922) (in force until May 25, 2018)
- Regulation (EU) 2016/679 of the European Parliament and of the Council 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) (OJ EU L No. 119, page 1) - otherwise known as "GDPR" (applied from May 25, 2018 together with new national regulations)

In light of the above, we would like to provide you with the following information:

1. Who is the administrator of your personal data?

The administrator of your personal data (hereinafter: **"Administrator"**) is **Power Engineering Transformatory Spółka z ograniczoną odpowiedzialnością with its registered office in Czerwonak (62 - 004)** , ul. Gdyńska 83 entered into the National Court Register kept by the District Court Poznań Nowe Miasto and Wilda, 8th Commercial Division, under KRS number: 0000617399 , NIP 7773263001 , REGON 364417436 , share capital in the amount of PLN 15,384,600.00 .

You can contact the Administrator in writing, via traditional mail, to the following address: Power Engineering Transformatory Spółka z ograniczoną odpowiedzialnością ul. Gdyńska 83, 62-004 Czerwonak or by e-mail at : info@pettransformatory.pl

Applications will be processed without undue delay, but no later than one month after receipt. This deadline may be extended due to the complexity of the request or the number of requests by another two months, of which you will be informed by e-mail or in writing. However, until the request is processed, it may happen that you will receive information from us that you opted out of by withdrawing your consent.

2. To what extent does the Administrator process your personal data?

The administrator processes your data only to the extent permitted and required by law. To achieve the purpose for which you provide your personal data, the following information will be processed:

1. first name and last name ,
2. position

In order to perform the contract, the Administrator may also process data provided by the other party of the employee responsible for contact between the parties. In this respect, you are obliged to inform your employee about such transfer and make this information available to him. This employee's data will be processed to the following extent:

1. first name and last name,
2. position
3. e-mail address
4. Phone number

3. What is the purpose of processing your data

PURPOSE OF PROCESSING	LEGAL BASIS
In order to perform the contract concluded between us, it will be necessary to process your data or the data of your employees.	Art. 6 section 1 letter b GDPR or Art. 6 section 1 letter f in the scope relating to your employees, the legitimate interest will be the implementation of the contract concluded between us.
As an entrepreneur, we are obliged to meet tax obligations, which may involve the need to process your personal data.	Art. 6 section 1 letter c GDPR in connection with the Act of September 29, 1994 on Accounting (Journal of Laws of 2018, item 395, i.e.)
As an entrepreneur, we have the right to pursue claims related to our business activities and thus to process personal data for this purpose.	Art. 6 section 1 letter f GDPR, as the so-called the legitimate interest of the administrator, which is to pursue claims and defend our rights.

4. Will your data be processed in a way that involves automated decision-making, such as profiling?

The administrator will not process your data in a way that would involve making automated decisions about you. Moreover, your data will not be subject to profiling or other similar operations.

5. Data recipients:

The following data recipients may have access to your personal data:

- authorized employees of the Administrator,
- service providers who, under a contract, are entrusted with the processing of personal data for the purposes of providing services to the Administrator, in particular entities such as entities providing IT services and their authorized employees - to the extent necessary for the proper performance of these services.
- entities authorized to receive personal data under the law,

- service providers supplying the Administrator with technical and organizational solutions enabling cooperation and management of the Administrator's organization (in particular courier and postal companies),
- providers of legal and advisory services and supporting the Administrator in pursuing due claims (in particular law and tax offices and debt collection companies).

6. Who will your personal data be transferred to?

In the light of the GDPR, the Administrator must both fulfill the obligations imposed by law and ensure appropriate organization of the work of the entire enterprise. Therefore, your data may be transferred to:

1. Public authorities in order to fulfill the legal obligations imposed on the Administrator, such as Tax Offices, etc.
2. Entities providing legal, accounting and advisory services and supporting the Administrator in order to pursue due claims, provide accounting services or health and safety services.

Your employees' data provided to us for the purpose of implementing the contract (e.g. for contact purposes) will not be transferred to any external entity, unless such an obligation results from legal provisions or a final and binding decision of a court or public authority.

7. Will your data be/are transferred outside the European Economic Area?

No, your data will never be transferred outside the European Economic Area.

8. For how long are your personal data processed?

In terms of personal data necessary to pursue claims, we will process them for the period of limitation of claims, in accordance with the provisions of the Civil Code. We process all data processed for accounting and tax purposes for 5 years from the end of the calendar year in which the tax obligation arose. After this period, the data will be deleted or anonymized .

Your employees' personal data will be processed for the period necessary for the proper performance of the contract concluded between us (including the warranty period). After its implementation or after the termination of the contractual relationship in any other way, the data will be anonymized .

9. Is it your responsibility to provide data?

Your provision of personal data takes place on a voluntary basis, however, the processing of this data is necessary for the implementation of the contract concluded between us.

10. What are your rights?

The data subject may exercise the following rights:

- a) the right to request access to your personal data and rectification,
- b) the right to limit the processing of her personal data in the situation and on the terms specified in Art. 18 GDPR or to delete them in accordance with Art. 17 GDPR.
- c) the right to transfer personal data in accordance with Art. 20 GDPR

- d) the right to object at any time to the processing of personal data for reasons related to his or her particular situation, referred to in Art. 21 section 1 GDPR.
- e) the right to lodge a complaint with the supervisory authority dealing with personal data protection (before May 25, 2018 - Inspector General for Personal Data Protection; after May 25, 2018 - President of the Personal Data Protection Office).

To the extent that you consent to the processing of personal data, you have the right to withdraw this consent.

Your employee is entitled to the above rights equally.

A person who has submitted an application or request regarding the processing of his or her Personal Data as part of the exercise of his or her rights may be asked by the Administrator to answer several questions related to his or her Personal Data, which enable the verification of his or her identity.