

## **PRIVACY POLICY IN CABLE FACTORY BITNER SP. Z O.O. [Ltd.]**

### **What is RODO (GDPR - General Data Protection Regulation)?**

In connection with the application of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 RODO from May 25, 2018, we would like to provide you with some important information about how we process your personal data and what rights you have in connection with their processing.

### **What are personal data?**

Personal data means any information about an identified or identifiable natural person ("data subject"). These will be, for example, the name, surname, address, date of birth, telephone number or e-mail address (the list is not closed).

### **Who is the personal data administrator?**

The personal data administrator is an entity that independently or jointly with others sets the purposes and means of processing personal data - that is, it decides how your personal data is processed and is responsible for its processing in accordance with the provisions.

The administrator of your personal data in connection with their processing for the following purposes is:

Cable Factory BITNER sp. z o.o. [ Ltd.] registered at 3/3 Józefa Friedleina Street, 30-009 Kraków entered into the Register of Entrepreneurs kept by the District Court for Kraków - Śródmieście in Kraków, XI Commercial Department of the National Court Register under KRS number 0000653658, Tax ID no: 6372159473, (address for correspondence: 32-353 Trzyciąż, ul. Krakowska 2)

### **For what purposes and based on what legal basis can we process your data?**

Personal data may be processed by us for the following purposes:

**1. conclusion and implementation of the contract** (Article 6 paragraph 1 letter a of RODO) - including verification of payment credibility and settlement of the contract - based on data provided by you or data from other sources (National Court Register, Central Register and Information on Business Activity, Bureau of Economic Information -> in each case the basis for obtaining information are the regulations governing the functioning of individual information databases);

**2. indispensability to comply with our legal obligations** (Article 6 paragraph 1 letter c of RODO), in particular:

a. fulfillment of tax obligations (issuing and settling invoices and other accounting documents);  
b. to perform duties related to the implementation of the rights indicated in the RODO (including to the extent necessary to identify and verify the identity of the requesting person and provide answers);

**3. implementation of our legitimate interests** (Article 6 (1) letter f of RODO), in the form of:

a. direct marketing of our products or services performed during the performance of the contract, with the reservation that in the case of e-mail marketing, additional consent will be received for the source of marketing message;

b. establishing, investigating or defending against claims that may arise in connection with the concluded contracts (performance and settlement of the contract, consideration of complaints) or related to the performance of obligations under the provisions of the GDPR (to be able to demonstrate compliance with regulations)

c. providing answers to questions and offers sent by email - reported via the contact form or e-mail address of the employee (keeping e-mail correspondence);

d. to allow contact between employees of the parties to the contract who are not parties to the agreements concluded, both at the bid stage and as part of the execution of contracts concluded;

e. verification of the identity of employees of contractors cooperating with the Company, e.g. drivers who collect our products or collect products ordered from our contractor.

f. Organization of training and events for employees or co-workers of clients / contractors or potential clients / contractors.

**4. receiving our commercial (marketing) information** - on the basis of the consent granted for this purpose (Article 6 paragraph 1 point a of RODO).

Providing data is voluntary, but necessary for the implementation of the above purposes, for example, that we could enter into a contract with you or answer a question you have asked. The expression of consent is always fully voluntary - in particular when we collect consent to send commercial information under the contact form, its granting is not a condition for sending and receiving an answer to the question.

We may also process data for other purposes - subject to meeting all requirements stipulated by law (in particular when we have the necessary legal basis and we comply with your information obligations).

#### **How long do we process your personal data?**

Personal data is processed for the following periods (these are the maximum periods of data processing):

1. data processed in order to conclude and execute the contract - for the duration of the contract, and then until the limitation of mutual claims (only for the purpose of determining, investigating or defending against claims) based on the so-called legitimate interest or until the objection is effectively filed.
2. data processed for tax purposes - for the period specified in the tax law, as a rule, 5 years from the end of the calendar year in which the invoice was issued;
3. data processed in order to perform duties related to the exercise of rights indicated in RODO - for the time allowing defending against claims (for the period of limitation of claims for infringement of personal rights);
4. data processed for the purpose of direct marketing of our own products or services - pending submission of an objection (or withdrawal of consent to the marketing by e-mail or telephone), and after objection / withdrawal of consent only to defend against claims (for the period of limitation of claims for infringement personal rights);
5. data processed in order to establish, assert or defend against claims - for the period of prescription of claims the Company is entitled to as well as against the Company;
6. providing answers to questions and offers sent by email - until the moment of filing effective objections or until the period of limitation of mutual claims related to the correspondence being carried out, eg. performance of the contract;
7. enabling contact between the employees of the parties to the contract - until the moment of filing effective objection or pending the limitation of mutual claims related to the conduct of correspondence, eg performance of the contract;
8. verification of employees' identity - pending the submission of objections or until the time of limitation of mutual claims related to the correspondence carried out, eg performance of a contract;
9. receive commercial information - until the consent is withdrawn, and then for possible defense against claims (eg by demonstrating that the right to withdraw consent has been met) and only to the extent necessary for this purpose.
10. data processed in order to provide training and events for employees or co-workers of clients /

contractors or potential clients / contractors - for the duration of the contract, and then for the time of limitation of mutual claims (solely for the purpose of determining, investigating or defending against claims) based on the so-called. legitimate interest or until the objection is effectively filed.

### **What sources do we get from your data?**

In typical situations, we will obtain your data directly from you, eg as part of entering into and performing contracts or answering questions you have asked (eg via the contact form on our website). We can also collect data from publicly available sources such as the website of your company or the company in which you are employed - such as your name, business position, business telephone number and e-mail address (for contact purposes) or from the National Court Register or Central Register and Information on Business Activity (in order to verify information provided by you, only to the extent indicated there), as well as from widely available industry portals, your data may also be passed on to your employer - in order to enable us to contact you within the framework of contract or verify your identity (eg when you are a driver who will come to pick up your product).

### **Who do we share personal information with?**

Your data will not be shared with anyone, unless it is necessary for the performance of the contract where the Company is a party (eg contracts with the insurer or contracts with a client to which a certificate for the Company's products is transferred or whether the Company's products are supplied to it using external transport ) or it will result from legal regulations (for example, we will be asked for it by the Police or other authorized body). We can also provide data when we have a different legal basis, which is always verified by us and what we are informing about.

Your personal data may also be transferred to entities that process personal data on our behalf, such as entities providing accounting services, security services (when you visit our facility), hosting providers or other entities providing IT services to us. With such entities, we conclude personal data processing agreements for processing and may process your data only for the purpose and scope of this agreement.

Your personal data may be transferred to employees of other departments in the Company (eg if you have entered into a contract with a sales department, your data will also be transferred to the accountancy - in order to settle this contract). Access to personal data is available only to authorized employees, to the extent necessary to perform their duties on a given position.

If your personal data were to be transmitted outside the EEA, the Company will provide appropriate safeguards to ensure that such data transfers are carried out in accordance with the applicable data protection rules.

### **What rights do you have to process your personal data?**

You have the right to access data, including obtaining a copy of data, the right to data transfer, the right to rectify and delete data, processing restrictions and the right not to be subject to a decision that is based solely on automated processing, including profiling, and it has legal effects or has a significant effect on it (see more: [www.giodo.gov.pl](http://www.giodo.gov.pl) ). Please feel invited also to read the leaflet about your rights available at <https://www.gov.pl/cyfryzacja/rodo-informator> .

You also have the right to lodge a complaint with the supervisory body (the President of the Office for the Protection of Personal Data).

### **Cancellation of consent**

If your personal data will be processed on the basis of consent, you can withdraw it at any time. You can withdraw your consent by writing to the e-mail address or correspondence address indicated below (please see part: how to contact us). Withdrawal of consent does not affect processing legality to be carried out until the consent is withdrawn. If the consent is withdrawn, the Company will assess whether it still has basis for processing the data.

### **The right to object**

**Please bear in mind that every time personal data will be processed on the basis of art. 6 par. 1 lit. f of RODO (see above), i.e. in case of so-called legitimate interest of the Company, you can lodge an objection - for reasons related to a specific situation - to the processing of personal data at any time. After filing an objection, the Company will not be able to process personal data unless it proves the existence of legally valid basis for processing that override the interests, rights and freedoms of the data subject or the basis for establishing, investigating or defending claims. The processing of personal data by the Company based on a legitimate interest (Article 6 (1) letter f) is always preceded by a thorough assessment by the company whether legitimate interests really exist.**

In the context of data processing based on a legitimate interest, it should be noted that on this basis (ie without the need to receive additional consent) data can be processed for marketing the Company's products or services during the term of the contract (eg as part of traditional postal marketing). On the other hand, to achieve this goal with the use of so-called e-mail marketing or telephone marketing it is possible after obtaining separate consent.

You are also kindly asked to remember that in cases where personal data are processed pursuant to art. 6 par. 1 lit. f) of RODO (see above) for marketing - marketing of the Company's own products or services - there is no need to justify the objection with a special situation, and after filing the objection, the Company will no longer be able to process personal data based on Art. 6 par. 1 lit. f) of RODO to market the Company's products and services, to the extent that these data were processed for this purpose.

You can submit an objection as indicated below (please see part: how to contact us)

**How to contact us?**

In all matters related to the protection of personal data (including the purpose of raising objections or withdrawing consent and in connection with the observed violation of the provisions on the protection of personal data or the implementation of your other rights) you can contact us by email:

[bitner.rodod@bitner.com.pl](mailto:bitner.rodod@bitner.com.pl) or use our correspondence address: 32-353 Trzyciąż, ul. Krakowska 2.

In response to reported request, you may be asked to provide the data necessary to verify your identity or provide additional information needed to correctly complete the application.