

**INFORMATION NOTICE FOR PERSONS WHOSE DATA ARE PROCESSED BY PODANFOL  
S.A.**

Pursuant to Article 13 section 1 and 2 of the Regulation of the European Parliament and the Council (EU) 2016/679 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 - Official Journal of the European Union UE L 119 - hereinafter: the GDPR) we hereby inform the persons whose data are held by the Company that:

- 1) Podanfol S.A. - official seat: Podanin 71, 64-800 Chodzież, entered in the register of entrepreneurs of the National Court Register under number 0000320019, no. 570161109, NIP [tax id no.]: 7641009978, is the Controller of the Data obtained as a result of execution of contracts and agreements concluded with you, documenting business operations, handling of correspondence, maintenance of user accounts for e-Commerce services and the Shareholder Zone and substantive handling of requests, complaints, claims and demands sent to us.
- 2) Podanfol S.A. processes your personal data for the following purposes and on the following legal bases:
  - for the purpose of taking action prior to entering into a contract at the request of the data subject (legal basis: Article 6(1)(b) of the GDPR);
  - for purposes arising from the provisions of the contracts concluded (legal basis: Article 6(1)(b) of the GDPR);
  - for purposes arising from Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs, the Act of 25 August 2006 on food and nutrition safety, the Accounting Act and tax law, as well as in order to fulfil other obligations arising from legal provisions (legal basis: Article 6(1)(c, e) of the GDPR);
  - in order to allow clients and contractors to use the e-Commerce website and the Shareholder Zone available on the website <https://www.podanfol.com/pl> (legal basis: Article 6(1)(a), (b), (e), (f) of the GDPR and the relevant provisions regarding electronic communications);
  - for analytical purposes as well as client and contractor satisfaction surveys in terms of the correct way of providing our services and optimising client and contractor service processes, which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR);
  - for the purpose of sending invitations to events (direct marketing), including matching them to your needs and expectations on the basis of the person's consent (legal basis: Article 6(1)(a) of the GDPR), the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR) and the relevant provisions relating to electronic communications;
  - in order to update and correct the personal data of clients and contractors, as well as to contact them in the event of problems with the implementation of their requests, complaints, claims and demands, which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR);
  - for evidential purposes in pursuance of the Data Controller's legitimate interests consisting in safeguarding information in the event of a legal need to prove facts (legal basis: Article 6(1)(f) of the GDPR);
  - for potential determination, assertion or defence of claims, which constitutes the Data Controller's legitimate interest (legal basis: Article 6(1)(f) of the GDPR);
  - in order to ensure security of persons and property in the administrative area of Podanfol S.A. through the use of video surveillance, electronic access control systems, as well as passenger and vehicle traffic control (legal basis: Article 6(1)(f) of the GDPR).
- 3) Your personal data are not subject to automated decision-making, including profiling, by Podanfol S.A.

- 4) As an individual whose data our Company processes you have the right to:
  - access your data and receive a copy thereof,
  - rectify (amend) your data,
  - erase your data (in accordance with the conditions set out in Article 17 of the GDPR),
  - restrict data processing (subject to the conditions set out in Article 18 of the GDPR),
  - transfer your data (in accordance with the conditions set out in Article 20 of the GDPR),
  - object to the processing of your data (in accordance with the conditions set out in Article 21 of the GDPR),
- 5) The person whose data are processed by our Company has the right to lodge a complaint with the supervisory authority, i.e. The President of the Personal Data Protection Office, if the data subject considers that the processing of personal data by Podanfol S.A. violates the provisions of the GDPR.
- 6) The Data Controller will keep your personal data:
  - for the period necessary for the performance of the contract/service and the assertion or defence of claims, and after expiry of this period for the time necessary for: after-sales customer support (e.g. complaints handling), to secure or assert potential claims against the Administrator, as well as to fulfil the Administrator's legal obligations (e.g. under tax or accounting regulations);
  - in the case of personal data processing for the purposes of the Data Controller's legitimate interest for the period until the data subject raises an objection, subject to the necessity to process the data until the end of the period necessary to establish, assert or defend against claims.
  - in the case of processing based on a person's consent, if that person withdraws consent (in the absence of any other legal basis for processing) or objects thereto (we will cease processing for the purposes set out in the declaration of consent). Furthermore, we will keep evidence of the consent granted for 3 years for the purpose of proving the facts in the event of potential claims that we have incorrectly processed your personal data.
- 7) Your personal data may be disclosed to public authorities and entities performing public tasks or acting on behalf of public authorities to the extent and for the purposes arising from generally applicable laws, banks, insurers, couriers, postal operators as well as entities and subcontractors connected with Podanfol S.A. under personal data processing agreements, e.g. law firms, companies providing the Company with IT services, including hosting services, personal and property security agencies, entity providing services of professional destruction of unnecessary documentation, entity performing the task of Data Protection Inspector.
- 8) The Data Controller declares that it does not transfer and does not intend to transfer your personal data to a third country or an international organisation.
- 9) In matters concerning data protection, you can contact us by telephone at +48 67 / 28 12 101 - 102. Electronic contact can be made by filling in the form available at <https://www.podanfol.com/pl/kontakt>.

The Management Board of PODANFOL S.A.