

# PROCESSING OF PERSONAL DATA FOR CIVIL LAW COOPERATION

Perlik Aluminium Sp. K., located at ul. Teofila Morawskiego 31, 63-460 Ociąż (Nowe Skalmierzyce) (hereinafter referred to as "the Company"), is the controller of personal data provided by individuals entering into a civil law contract with the Company.

## Contact Information

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## Purpose and Legal Basis for Data Processing

Personal data will be processed for the purpose of executing the contract and settling the services provided. The legal basis for processing personal data is:

- Necessity for the performance of the contract or taking steps at the request of the data subject before entering into a contract (Article 6(1)(b) GDPR) – execution of rights and obligations arising from the concluded contract.
- Compliance with a legal obligation imposed on the Controller (Article 6(1)(c) GDPR) – particularly obligations under tax regulations related to issuing invoices, maintaining accounting records, and tax documentation.
- Legitimate interest of the Controller (Article 6(1)(f) GDPR) – in matters related to asserting claims arising from business activities or defending against such claims.

Providing personal data is, in principle, voluntary but may be necessary for the conclusion or performance of the contract.

## Data Retention Period

Personal data collected for the purpose of concluding and executing the contract will be processed for the duration of the contract or until an objection is raised against processing based on the Controller's legitimate interest.

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However, if legal provisions (e.g., archiving, tax, or accounting regulations) require the Company to retain data for a longer period, or if the Company needs to store it for potential claims, the data will be retained for the statutory limitation period specified by law – whichever period is longer.

### **Data Sharing and Transfers Outside the EEA**

Personal data processed by the Company may be transferred to third parties providing IT services, courier and postal services, and banks (for financial settlements).

The Company may transfer personal data to partners processing it outside the European Economic Area (EEA), but only to the extent necessary for providing services by these partners, particularly IT services (e.g., cloud storage). Such transfers will be conducted with appropriate security measures in place, in compliance with GDPR requirements.

### **Rights of Data Subjects**

Data subjects have the right to:

- Access their personal data.
- Request rectification and restriction of processing.
- Request the deletion of personal data.
- Transfer personal data that was provided to the Controller and is processed in an automated manner based on consent or contract – for example, to another data controller.
- Object to the processing of personal data based on the legitimate interest of the Controller or a third party, particularly for marketing purposes.
- Lodge a complaint with the President of the Personal Data Protection Office.

If personal data is processed based on consent, individuals have the right to withdraw their consent at any time, without affecting the lawfulness of processing carried out before its withdrawal.