

## **Information clause on data processing (agreement and representation)**

1. The Data Controller is: Walcownia Metali "Dziedzice" S.A. With its registered office in Czechowice-Dziedzice (43-502), 3 Kaniowska St., NIP [*Tax Identification Number*]: 652-11-67-160, REGON [*National Official Business Register*] 273074410, KRS [*National Court Register*] 0000084770. Contact to the Data Controller: tel. 32 714 30 00 / e-mail: sekretariat@walcownia.com.pl
2. Data Controller processes personal data of:
  - a. counterparties, including suppliers and potential suppliers;
  - b. partners, employees, legal representatives as well as representatives and proxies of the aforementioned counterparties, including the disclosed contact persons.
3. Data Controller processes data provided directly by the counterparties or persons acting on their behalf, such as:
  - a. name and surname, name of the counterparty, address of the conducted business as well as other correspondence addresses;
  - b. registration numbers in appropriate registries;
  - c. contact details (phone number, e-mail address);
  - d. data regarding the status in the counterparty's structure (i.e.: function, position, terms of reference).
4. In addition, within the scope determined by the need to verify the counterparty, the Data Controller may obtain additional information from generally available sources, such as commercial and professional registers (such as CEIDG, KRS).
5. The collected personal data are going to be processed pursuant to:
  - a. in accordance with Article 6, section 1(b) of the GDPR, when the data processing is necessary for the performance of an agreement and the fulfilment of obligations arising from such agreement. Providing the data required for concluding the agreement or its performance and financial clearance is mandatory. For this purpose, personal data may be processed for the duration of the agreement and archiving purposes;
  - b. pursuant to Article 6 section 1(c) of the GDPR, when the data processing is necessary for the performance of the obligations resulting from the applicable laws. The data must be provided mandatorily, and the obligation arises from the applicable laws. For this purpose, the Data Controller can retain the data for the duration of such obligation (i.e., data contained in invoices and documents confirming the actions and transactions carried out).
  - c. for the performance of the justified interests of the Data Controller in accordance with Article 6 section 1(f) of the GDPR. Such justified interest includes, for instance: carrying out ongoing communication and financial settlements; correspondence related to the performance of economic activities, including the performance of agreements, tender and public procurement procedures; verifying the identity of persons acting on commission; determining, pursuing and protecting claims related to the conducted business activity and protecting against such claims – within the time taking into account the period of expiry of the specific claims.
6. The Data Controller shall have the right to disclose the personal data:
  - a. entities and persons acting on commission based on concluded data processing entrustment agreements in the area of legal, IT and organisational support.
  - b. State bodies, pursuant to the legal regulations within the scope of the proceedings carried out.
7. You have the right to access, rectify and erase your data – after the archiving period, to restrict processing, to object and the right to data portability – within the limits set in accordance with Articles 15-22 of the GDPR.
8. You have the right to file a complaint with the President of the Data Protection Office if you decide that the data is processed in violation of the law.