

**Information on the processing of personal data -
for contractors and their employees/co-workers and representatives**

Information concerning personal data protection in accordance with Article 13 and 14 of the 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 (...) (hereinafter: GDPR) - the Management Board of the Company informs:

1. the Administrator of your personal data is TALEX S.A. with its registered office at ul. Karpia 27d Karpia, 61-619 Poznan, hereinafter: the Administrator.
2. the Administrator has appointed a Data Protection Inspector (Bartłomiej Nowak), who can be contacted in all matters related to data protection by sending a message to iod@talex.pl or in writing to the postal address of the Administrator indicated in the paragraph above.
3. your personal data will be processed in accordance with the information indicated in the table below:

Purpose of data processing	Time of data processing
realization of its legitimate interest – consisting in the establishment of a business contact (Article 6(1)(f) of the GDPR),	<p>in the case of the establishment of a business contact during the term of the contract, and after its expiration or termination for another 6 years for archival purposes and preserving time limits for the assertion of possible claims.</p> <p>in the case no business contact is established - for a period of 3 months</p>
realization of its legitimate interest - consisting in the identification of the contractor and the entity representing it, as well as the possible assertion of claims (Article 6(1)(f) of the GDPR),	until the expiration of any claims that may arise in connection with the performance of this contract.
realization of its legitimate interest - if you are an employee or contractor's contact person then your data is processed in order to be able to maintain ongoing contact on the basis of the controller's legitimate interest (Article 6(1)(f) of the GDPR),	<p>for the duration of the contract, and after its expiration or termination for another 6 years for archival purposes</p> <p>and for preserving time limits for the assertion of possible claims.</p>

<p>fulfillment of obligations under generally applicable laws, including the fulfillment of accounting and tax obligations, as well as maintenance of accounting and tax records, and for archival purposes (Article 6(1)(c) of the GDPR),</p>	<p>for the time resulting from the law, including, among others, tax and accounting regulations, and for the duration of the contract,</p> <p>and after its expiration or termination for another 6 years for archiving purposes and preserving time limits for the assertion of possible claims.</p>
<p>implementation of activities aiming at conclusion of a contract and fulfillment of the provisions of the concluded contract (Article 6(1)(b) of the GDPR),</p>	<p>for the duration of the contract, and after its expiration or termination for another 6 years for archival purposes and preserving time limits for the assertion of possible claims.</p>

1. In justified cases and to the limited extent necessary for the given purpose of processing, recipients of your personal data may be the business, technology, logistics and organizational partners of the Administrator.
2. Your personal data will not be transferred to third countries (outside the European Economic Area) and international organizations.
3. You have the right to access, rectify, restrict processing, erase, transfer, object, withdraw consent and lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection.

No automated decision-making, including profiling, takes place in the processing of personal data.