

## **INFORMATION FOR THE CONTACT PERSONS ACTING ON BEHALF OF THE CONTRACTORS OF SPED PARTNER SP. Z O.O. (PERSONAL DATA)**

*Pursuant to the provisions of 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, and repealing Directive 95/46/EC (GDPR) we inform that:*

- 1. The controller of your personal data is: SPED PARTNER spółka z ograniczoną odpowiedzialnością (limited liability company) with its registered office in Leszcze, Leszcze 15, 28-400 Pińczów, entered into the register of entrepreneurs of the National Court Register held by the District Court in Kielce, X Commercial Division of the National Court Register, under KRS number 0000240517, tax identification number (NIP) 6621768189, share capital in the amount of PLN 9.645.000, telephone number: +48 41 357 87 86, fax: +48 41 357 87 89, e-mail contact: [rodo@spedpartner.pl](mailto:rodo@spedpartner.pl).*
- 2. The controller appointed the data protection officer (DPO). You can contact the data protection officer via email at: [iod@spedpartner.pl](mailto:iod@spedpartner.pl).*
- 3. Your personal data are being received from you or was provided by your employer/principal for the purposes of conducting cooperation or performing the contract concluded between your employer/principal and SPED PARTNER sp. z o.o.*
- 4. SPED PARTNER sp. z o.o. received the following categories of personal data: basic personal data (name, surname), personal data of the entity, on behalf of which you are acting, your job title, your business contact details (business phone number, business e-mail address).*
- 5. Your personal data shall be processed in accordance with Article 6.1. (f) of the GDPR – which means that processing is necessary for the purposes of the legitimate interests pursued by SPED PARTNER sp. z o.o. or by a third party; the legitimate interests include: conducting cooperation or performing the contract concluded between SPED PARTNER sp. z o.o. and your employer/principal, direct marketing as well as the establishment, exercise or defence of legal claims.*
- 6. Your personal data shall be processed also in accordance with Article 6.1. (a) of the GDPR – which means that you have given your consent to the processing of your personal data, in particular in connection with conducting by the Controller the marketing activities using electronic means of communication (email, telephone).*
- 7. Providing your personal data is voluntary, but necessary to conduct cooperation or perform the contract concluded between SPED PARTNER sp. z o.o. and your employer/principal. Refusal to provide personal data may hinder cooperation or performance of the contract referred to in the previous sentence. It does not apply to personal data processed on the basis of your consent – in such case there are no consequences of failure to provide this data.*
- 8. The recipients of your personal data: the entities from the capital group to which SPED PARTNER sp. z o.o. belongs (Atlas Group), e-mail hosting services providers, providers of audit services, accounting services and other advisory services, including legal and tax services, as well as providers of IT services and other Controller's business partners and contractors, in particular where providing such data is necessary to perform the contract or other activities in the field of economic activity carried out by SPED PARTNER sp. z o.o.*
- 9. Your personal data shall be processed by the Controller throughout the entire term of the contract, and may also be processed later, i.e. until the expiry of the limitation period for any claims and in connection with the implementation of the 5-year archiving obligation regarding documents stored for tax purposes. Your personal data processed for marketing purposes will be processed for the duration of marketing campaigns, no longer than until the consent is withdrawn (if the basis for processing is consent) or until you object to data processing (if the basis for processing is the Controller's legitimate interest).*
- 10. Your personal data can be transferred to the third countries – i.e. the countries outside the European Economic Area (EEA). Your personal data are transferred to:*
  - a. Russian Federation,*
  - b. Republic of Belarus.*
- 11. There is not adequacy decisions issued by the European Commission stated that any of the countries indicated in point 10 above ensured an adequate level of protection of personal data of natural persons. Therefore, SPED PARTNER sp. z o.o. undertakes the necessary actions enabling the transfer of data to third countries and it imposes on the entity receiving personal data operating in such a country the obligation to introduce appropriate safeguards for personal data, in particular using standard personal data protection clauses adopted by the European Commission.*
- 12. All information about entities receiving personal data in a third country and detailed conditions regarding the security measures used, as well as copies of these security measures can be obtained from SPED PARTNER sp. z o.o.*
- 13. SPED PARTNER sp. z o.o. shall transfer to the third countries personal data of only part of contact persons acting on behalf of contractors of SPED PARTNER sp. z o.o. – in particular when the services are or will be provided for those contractors or when the services are or will be provided in the territory of those third countries.*
- 14. Your personal data won't be transferred to international organisations.*
- 15. You have the right to request access to your personal data, rectification of your personal data, erasure of your personal data (the right to be forgotten), restriction of your personal data.*
- 16. If processing of personal data is based on the legitimate interests pursued by the Controller or by a third party (according to point 5 above), you have the right to object to processing your personal data on grounds relating to your particular situation.*
- 17. If your personal data is processed under your consent (according to point 6 above), you have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.*
- 18. You have the right to lodge a complaint with a supervisory authority – in Poland it's: the President of the Data Protection Office.*
- 19. There will be no automated decision-making, including profiling, as regards to your personal data.*