

## PERSONAL DATA CONTROLLER

### EKOCEL Sp. z o.o.

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84-123 Rekowo Górne  
Tel. +48 58 774 89 50



#### DATA PROTECTION OFFICER

Tel. +48 58 774 89 51  
e-mail: [ochrona.danych@ekocel.pl](mailto:ochrona.danych@ekocel.pl)

#### THE DATA SUBJECT SHALL HAVE THE RIGHT TO

- access and rectify their personal data,
- erasure and restriction of processing,
- transfer their personal data,
- lodge a complaint with the supervisory authority - the President of the Office,
- object to processing.

*Providing data is voluntary, but necessary for entering the premises / responding to messages or inquiries / completing your orders. Failure to provide your personal data will make it impossible for you to enter the plant/obtain a response or get into contact / have your order completed.*

## PROCESSING OF PERSONAL DATA VISITORS IN THE PREMISES

INFORMATION CLAUSE

#### CATEGORIES OF DATA PROCESSED:

- Identification data (full name, company name)
- Image - after the guest enters the premises

#### RECIPIENTS OF PERSONAL DATA

- Security agency - contractor's visit to the Company's premises
- Company employees inviting guests

PURPOSE OF PROCESSING:	LEGAL BASIS:	RETENTION PERIOD
Protection of employees, protection of property, maintenance of confidentiality of information.	Article 6.1 f) GDPR	3 months or, if the data is used in legal proceedings up to the final conclusion of the litigation.

**Entering the company's premises means that  
Gave your valid consent to the processing of your image  
recorded by CATV cameras.**



## PROCESSING OF PERSONAL DATA INCLUDED IN CORRESPONDENCE

INFORMATION CLAUSE

#### CATEGORIES OF DATA PROCESSED:

- Personal details (full name, position)
- Address details (contractor' address)
- Contact details (telephone number, e-mail address)

#### RECIPIENTS OF PERSONAL DATA

- Company employees
- Law firm - verification of contracts
- Postal service providers and couriers - correspondence
- Hosting providers

PURPOSE OF PROCESSING:	LEGAL BASIS:	RETENTION PERIOD
<b>E-mail correspondence not related to the conclusion/performance of contracts</b> - answering questions or dealing with matters to which the correspondence relates.	Article 6.1 a) f) GDPR	Data are erased as soon as the purpose of the processing has been achieved.
<b>Paper correspondence</b> - answering questions or dealing with the matter to which the correspondence relates.	Article 6.1 a) f) GDPR	Data are erased as soon as the purpose of the processing has been achieved.

## PROCESSING OF PERSONAL DATA WITHIN THE FRAMEWORK OF COOPERATION WITH THE CONTRACTOR

INFORMATION CLAUSE

#### CATEGORIES OF DATA PROCESSED:

- Personal details (full name, position)
- Address details (contractor's name and address)
- Contact details (telephone number, e-mail address)
- Billing data (tax identification NIP, bank account number)
- Image - during the contractor's visit to the Company's premises

#### RECIPIENTS OF PERSONAL DATA

- Company employees
- Security agency - contractor's visit to the Company's premises
- Law firm - verification of contracts
- Postal service providers and couriers - correspondence
- Hosting providers

PURPOSE OF PROCESSING:	LEGAL BASIS:	RETENTION PERIOD
Handling and processing of orders.	Article 6.1 b) GDPR	For a maximum of 3 years from the date of termination of the provision of services.
Keeping books of account and making tax settlements.	Article 6.1 c) GDPR	For a maximum of 6 years.
Handling of claims (warranty, guarantee).	Article 6.1 c) GDPR	Warranty - 2 years from the delivery of the product. Guarantee - until the end of the guarantee period + 1 year.
Resulting from the contractor's consent to process other personal data.	Article 6.1 a) GDPR Article 9.2 a) GDPR	Time to the withdrawal of the consent.
Correspondence including communications in connection with business cooperation.	Article 6.1 a) GDPR Article 9.2 a) GDPR	Time to the withdrawal of the consent.