

GENERAL INFORMATION CLAUSE
GALEON Limited Liability Company Limited Partnership Based in Straszyn

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (hereinafter referred to as "GDPR"), we inform you:

I. Who is the controller of your personal data?

The controller of your personal data is GALEON Limited Liability Company Limited Partnership based in Straszyn, ul. Starogardzka 22, 83-010 Straszyn, entered into the National Court Register under number KRS 000031857 (hereinafter referred to as "GALEON" or "Controller"). You can contact the data controller via email at galeon@galeon.pl or via traditional mail at the following address: GALEON sp. z o.o. sp.k., ul. Starogardzka 22, 83-010 Straszyn. The Controller has appointed a Data Protection Officer, Ms. Małgorzata Tarasiuk. You may contact the Data Protection Officer via email at iod@galeon.pl.

II. What are the purposes of processing personal data?

As the Controller, we will process personal data for the purpose of:

- providing services related to our business activities, including sales, production, and consultancy; i.e., preparing offers, concluding, and performing contracts,
- fulfilling legal obligations imposed on the Controller, such as issuing invoices, settling with the Tax Office, and maintaining financial reporting,
- pursuing legitimate interests of the Controller, such as securing and pursuing claims, sending greeting cards,
- conducting direct marketing of our products and services.

III. What is the legal basis for processing personal data?

The legal basis for processing personal data by the Controller is:

- Article 6(1)(b) GDPR – performance of a contract to provide the services specified in item II, point 1 of this Clause, or taking action at the request of the data subject prior to entering into a contract,
- Article 6(1)(c) GDPR – compliance with a legal obligation to which the Controller is subject,
- Article 6(1)(f) GDPR – legitimate interests pursued by the Controller (e.g., direct marketing of the Controller's products and services or pursuing claims),
- Article 6(1)(a) GDPR – obtaining consent to process personal data.

IV. Period of personal data storage

Personal data will be stored for the period:

- necessary for the proper performance of the contract, and after its expiration, for the period required to fulfill the legal obligations imposed on the Controller:
 - 5 years from the end of the calendar year for financial settlements with the Tax Office,
 - 2 years for handling complaints (counted from the date of delivery),
 - necessary and permissible by law for establishing and pursuing claims.
- until you withdraw your consent to the processing of personal data.

V. To whom may personal data be disclosed?

We may disclose your data to:

- employees and collaborators, contractors – authorized by the Controller,
- entities providing advisory services, legal, tax, and accounting assistance,
- entities providing IT and programming support,
- state administration bodies and other services as required by law. We do not transfer personal data to third countries or international organizations.

VI. What rights do I have?

You may, at any time, request from the Controller:

- access to your personal data and obtain a copy,

- correction (rectification) of your data,
- request deletion, restriction of processing, or object to processing,
- data portability,
- file a complaint with the President of the Personal Data Protection Office. Some rights may not apply to data processing within the framework of concluded contracts.

VII. Do I have the right to object to the processing of personal data?

In addition to the rights specified in item VI, you have the right, at any time, to object to the processing of personal data based on Article 6(1)(f) GDPR. In such cases, the Controller will cease processing personal data for these purposes unless the Controller can demonstrate compelling legitimate grounds that override your interests, rights, and freedoms, or unless the data is necessary for the establishment, exercise, or defense of legal claims.

VIII. Right to withdraw consent

You have the right to withdraw your consent to the processing of personal data at any time (insofar as processing is based on consent), but the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. Such withdrawal should be sent to: iod@galeon.pl.

IX. Voluntariness of providing personal data

Providing personal data is voluntary; however, refusal to provide data may prevent the conclusion of a contract or proper performance of a service.

X. Complaint to the supervisory authority

If you believe that your personal data is being processed unlawfully, you may lodge a complaint with the President of the Personal Data Protection Office (Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).

XI. How are my personal data protected?

We inform you that personal data processing is conducted securely, in accordance with contracts and legal provisions, including GDPR. We make every effort to ensure all possible physical, technical, and organizational measures to protect personal data from accidental or intentional destruction, accidental loss, alteration, unauthorized disclosure, use, or access in compliance with all applicable regulations.

XII. Other information

We inform you that the Controller does not make automated decisions and personal data is not subject to profiling.