

INFORMATION CLAUSE

GALEON Limited Liability Company Limited Partnership
Based in Straszyn
For individuals contacting us

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 personal data do we process?

We process the following personal data: name, surname, workplace address, business correspondence address, business email address, and business phone number.

III. What is the source of personal data?

We obtain the personal data we collect and process:

- Directly from you (e.g., during the first contact regarding the conclusion and performance of a contract with a client/contractor you are employed by, regardless of the employment basis),
- From the client/contractor you are employed by, regardless of the employment basis.

IV. What are the purposes and legal basis for processing your personal data?

We process your personal data to perform the contract concluded with the client/contractor you are employed by, regardless of the legal basis for employment.

In this case, the legal basis for processing your personal data is GALEON's legitimate interest (Article 6(1)(f) GDPR), which involves establishing and maintaining contact with the client/contractor and performing the contract, based on the provision of services (in the case of a client) or otherwise (in the case of a contractor for whom we do not provide services).

V. What rights do you have?

- **Right to access data:** At any time, you may find out which data the Controller is processing, and you can receive a copy of your personal data.
- **Right to rectification of personal data:** When you notice that the personal data is incorrect or when, for example, there has been a change in your surname, phone number, or email address.
- **Right to erasure of personal data:** When your personal data is no longer necessary for the purposes for which it was collected by the Controller, when your data is processed unlawfully, or when erasure is required to comply with a legal obligation imposed on the Controller.

- **Right to restriction of personal data processing:** When you notice that your personal data is incorrect, you may request that it not be further processed while the Controller verifies its accuracy; when your personal data is processed unlawfully but you do not wish it to be erased; when the data is no longer needed by the Controller but may be needed by you to establish or defend claims.
- **Right to object:** When you are in a particular situation, you may object to the processing of personal data based on our legitimate interest described in point IV above. However, it should be noted that your request is not absolute; that is, we may demonstrate that despite the circumstances you have cited, our legitimate interest is overriding with respect to your interests, rights, and freedoms, or is necessary for establishing, exercising, or defending claims.

VI. To whom may personal data be disclosed?

Your personal data may be disclosed to: a) Our employees and collaborators authorized by the Controller, b) Entities that provide us with services (e.g., computer equipment suppliers and service providers, software providers), c) State administration bodies and other authorities in accordance with the law, d) We do not transfer personal data to third countries or international organizations.

VII. Period of personal data storage

Your personal data will be stored until the statute of limitations for claims arising from the contract, the subject of which is the provision of services (concluded with the client/contractor), has expired; this is because information about the person with whom GALEON directly communicated concerning the performance of the contract/service provision may be necessary to establish, exercise, or defend claims.

VIII. 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).

IX. Voluntariness of providing personal data

Providing your personal data or having it provided by the client/contractor is necessary to perform the contract to which GALEON is a party.

X. Automated decision-making, including profiling

We will not make automated decisions that produce legal effects concerning you or similarly affect you, nor will your personal data be subject to profiling.