# Information on processing of personal data of customers, contractors and potential contractors

Pursuant to the provision of Article 13(1) and (2) 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, and repealing Directive 95/46/EC ("GDPR"), KGL S.A., with its registered office in Mościska at ul. Postępu 20 (05-080 Izabelin), with REGON number: 017427662, NIP number: 1181624643 and KRS number: 0000092741 ("KGL"), informs you that it processes personal data of customers, contractors and potential contractors.

Detailed information regarding the processing of personal data of customers, contractors and potential contractors is included below.

# Personal data controller

The Controller of the personal data is KGL S.A. with its registered office in Mościska, ul. Postępu 20 (05-080 Izabelin), with the REGON number: 017427662, NIP number: 1181624643 and KRS number: 0000092741 (e-mail address: info@kgl.pl).

# Information on the Data Protection Officer

KGL S.A., with its registered office in Mościska, has not appointed a personal data protection inspector within the meaning of Chapter IV, Section 4 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, and repealing Directive 95/46/EC (General Data Protection Regulation).

# Purposes and grounds for processing personal data

Personal data of customers, contractors and potential contractors will be processed for the purposes of:

* 1. contracting;
	2. performance of contracts,
	3. marketing the company's own products or services;
	4. possible determination, investigation or defense against claims being the realization

our legitimate interest in doing so.

The legal basis for the processing of personal data of customers, contractors and potential contractors is Article 6(1)(b) of the GDPR (i.e. the processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract) and Article 6(1)(f) of the GDPR (i.e. in relations with the performance of legally justified interests of KGL S.A.).

# Processing of data outside the EEA

Personal data of customers, contractors and potential customers will not be transferred

to a third country or international organisation.

# Recipients of data processed by KGL

Personal data of customers, contractors and potential customers may be transferred to:

1. entities involved in the development of the company (e.g. law firms, auditing companies),
2. institutions specified by law,
3. our subcontractors and service providers (processors).

# Period of data retention

Personal data of customers, contractors and potential contractors shall be processed for the period related to the realization of the purposes of processing indicated in par. 3. 3. In view of the above, the personal data shall be processed for the period in which the Controller is obliged by law to retain the data or for the period of limitation of potential claims, the assertion of which requires the disposal of the data.

# Rights of the data subject whose personal data is processed

Under the GDPR, customers, contractors and prospective contractors have the following rights in relation to personal data:

1. access the content of their personal data and receive a copy of it;
2. rectify (amend) their data;
3. erase data - if, in the opinion of the person whose personal data is being processed, there are no grounds for KGL to process the personal data, the person may request that KGL erase the data;
4. restrict processing - the person whose personal data is being processed may request that KGL restrict the processing of that personal data to only storing or undertaking agreed actions;
5. object at any time to the processing of personal data. Upon receipt of an objection, KGL shall cease the processing for the purpose or purposes for which the objection has been raised, unless the Company demonstrates that there are compelling legitimate grounds for the processing which override the interests, rights and freedoms of the person whose personal data are being processed or grounds to establish, assert or defend against claims;
6. lodge a complaint to the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw) or other competent authority in case the processing of personal data violates the regulations resulting from GDPR;
7. withdraw of consent for the processing of personal data. At any time, the person whose personal data is being processed may withdraw his or her consent to the processing of personal data that KGL processes on the basis of his or her consent. The withdrawal of consent will not affect the legality of the processing that was carried out on the basis of consent before its withdrawal. Please send the withdrawal of your consent electronically to kbi@kgl.pl or by post to the address of the company's registered office.

# Information about whether the data are required or voluntary

The provision of personal data by customers, contractors and potential contractors is voluntary, but necessary for the identification and possibility to conclude and perform contracts.

# Automated decision-making

Please be informed that we process data by automated means; however, it is not subject to

profiling and no automated decision-making is used.