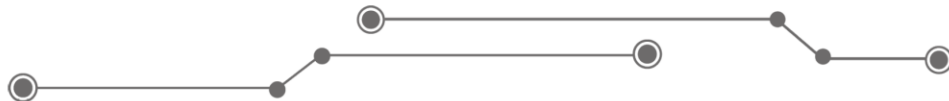


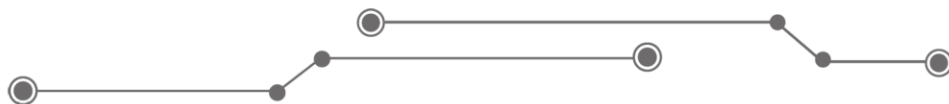
## INFORMATION OBLIGATION

Below you will find all the necessary information regarding the processing of your personal data in the sale and distribution of our goods and services as well as the contacts via our website.

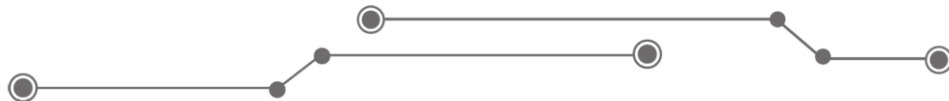
Who is the controller of my data?	The controller of your personal data is El-Cab Sp. z o.o. with its registered office: Obornicka Street 37, Bolechowo – Osiedle, 62-005 Owińska, entered into the register of entrepreneurs kept by the District Court for Poznań, 8 <sup>th</sup> Commercial Division of the National Court Register under KRS no.: 0000046624, Tax Identification No. NIP: 777-10-36-583, Business Registry No. REGON: 630484668.	
Who can I contact in the matters related to the processing of my personal data?	Please be advised that we have not appointed a Data Protection Officer, but in all the matters related to the processing of your personal data, you can contact us at: <a href="mailto:rodo@el-cab.com.pl">rodo@el-cab.com.pl</a> .	
What is the scope of your personal data that we process?	In order to establish and effectively continue cooperation, we need to process your contact details, identification details and data for financial settlements, if necessary, in particular: name and surname, company, correspondence data, telephone number or e-mail address, tax identification number NIP, data for issuing accounting documents and making payments (in particular bank account number).	
	Purpose of processing	Legal basis (full names of legal acts can be found at the end of the form)
	Determining your identity before establishing cooperation, including determining the delivery site of our products, to enable effective performance of our obligations as part of our cooperation.	Art. 6(1)(c) of GDPR
	We contact you at the phone number or e-mail address you have provided, e.g. to confirm the order and delivery address, or to confirm your complaint and the fact of its remedying.	Art. 6(1)(b) and (f) of GDPR as the so-called legitimate interest of the controller, namely performance of cooperation terms
	If you agree to it – in order to ensure an effective, mutually satisfactory cooperation, we can send you short surveys with a request for feedback so that you can let us know in which areas we can improve our services; We assure you that we will send these surveys with such frequency and in such a way that they won't be	Art. 6(1)(a) and (f) of GDPR



	burdensome for you and won't violate your right to privacy; moreover, you can inform us at any time that you do not wish to receive such content from us – then we will block sending thereof as you requested.	
	<p>If you agree, we will process your data for marketing purposes, including direct marketing.</p> <p>On the basis of separate consent, we also process data to send commercial information (including newsletters).</p> <p>We will try our best to ensure that commercial and marketing information is not burdensome and does not violate your right to privacy; moreover, you can inform us at any time that you do not wish to receive such content from us – then we will block sending thereof as you requested.</p>	Art. 6(1)(a) of GDPR – processing on the basis of consent
	We can also contact you by phone or by e-mail – if you have completed and contacted us via the contact form on our website. The personal details provided in the contact form will be used only to process questions, complaints and technical questions reported through it.	Art. 6(1)(b) and (f) of GDPR as the so-called legitimate interest of the controller
	As a data controller who is an entrepreneur, we have the right to pursue claims related to our business activity and therefore process your data for this purpose.	Art. 6(1)(b) and (f) of GDPR as the so-called legitimate interest of the controller, which is to pursue our claims and defend our rights.
	As an entrepreneur, we also keep accounting books and we have tax obligations – we issue, e.g., bills for the services we render, which may	Art. 6(1)(c) of GDPR in relation to Art. 74(2) of the Act of 29 September 1994 on Accounting.



	involve the processing of your personal data.	
Are my data processed in any other way?	One of the ways we process personal data is through the so-called profiling. On the basis of information about you we create profiles of our clients' preferences and tailor our services and content you receive from us. During profiling we do not process your data in a fully automatic way, without human intervention. The exception to this rule is the situation in which a decision is taken automatically to perform binding cooperation agreements (e.g. providing you with sufficient access to services). However, you have the right not to be subject to such decision and to demand human interference, which we shall provide. All you need to do is contact us at the e-mail address provided above.	
Who are my personal data transferred to?	We care about the confidentiality of your data. As we need appropriate organisation, e.g. in IT infrastructure or current matters regarding our business, as an entrepreneur, as well as in exercising of your rights, your personal data as our customer can be passed on to the entities cooperating with us, in particular to companies from the IT industry – providing us with IT solutions and hosting, legal advisors or subcontractors.	
Are my data transferred outside the European Union?	Given that we use the services of other suppliers, e.g. suppliers in the field of ICT solutions, personal data may be transferred outside the European Union, e.g. the USA. We assure you that in such a case, data will only be transferred on the basis of regulations, i.e. once an appropriate processing agreement has been executed [including to the entities certified under the Privacy Shield] or on the basis of an appropriate agreement between us and this entity, containing standard clauses on data protection adopted by the European Commission.	
How long are my personal data processed?	If you are our customer or contractor, we will process your data until the service completion or termination of cooperation, respectively. However, if the data were processed by us to pursue a claim (e.g. in debt collection proceedings), we process the data for this purpose throughout the period of limitation of claims resulting from the provisions of the Civil Code. All the data processed for accounting purposes and for tax purposes are processed for 5 years as of the end of the calendar year in which the tax obligation was established. In marketing activities, satisfaction surveys (quality of our services) or sending commercial information – data are processed until the consent is withdrawn or the objection is raised. When contacting via the forms available on the website, we store email records for 12 months. After the above-mentioned periods are over, your data are deleted or anonymized.	
Is it my obligation to provide data?	The use of our services is voluntary; however, we use the obtained personal data to contact you to complete your order and render our services. In this case, your failure to provide your data may result in a delay or we may refuse to perform your order and service. Also, for accounting or tax reasons, we have a legal obligation to process your data; if you do not provide them we may not be able to issue an invoice or a personal invoice for you.  If you give us your telephone number or e-mail address, it is on a voluntary basis – failure to provide such information will not result in the refusal of the order or service	



	performance. Expressing consent for marketing activities, satisfaction testing (quality of our services) or receiving commercial information (newsletter) is always voluntary.
What are my rights?	<p>As the controller of your data, you have the right to access your data, to correct them, request their removal or limit their processing, or withdraw consent to their processing. You can also use the right to object to the processing of your data and the right to transfer data to another data controller. If you want to exercise any of these rights – please contact us via the e-mail address provided above.</p> <p>Please be advised you that you have the right to lodge a complaint with the body supervising compliance with personal data protection regulations.</p>
Definition and abbreviation	<b>GDPR</b> – Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC;