

PRIVACY POLICY

I. GENERAL PROVISIONS

1. This Privacy Policy applies to the rules for the processing of personal data by the owner of the website under the domain grauchem.pl, grauchem.eu, which he is Grauchem Sp. z o.o. with headquarters in Oswiecim at ul. Maksymiliana Marii Kolbego 13, 32-600 Oswiecim, entered into the Register of Entrepreneurs of the National Court Register under KRS number 0000588127, VAT No. PL5492442716, REGON 363086635, with share capital in the amount of PLN 50,000.00, the registration files of which are kept by the District Court for Krakow-Srodmiescie in Krakow, 12th Commercial Division of the National Court Register.

2. Each time this Privacy Policy refers to:

a. website or service - it ought to be understood as a website grauchem.pl, grauchem.eu;

b. Administrator of personal data or Administrator - it should be through this understand Grauchem Sp. z o.o. with headquarters in Oswiecim at ul. Maksymiliana Marii Kolbego 13, 32-600 Oswiecim, entered into the Register of Entrepreneurs of the National Court Register under the number KRS 0000588127, VAT No. PL5492442716, REGON 363086635, with the share capital in the amount of PLN 50,000.00, of which registration files are kept by the District Court for Krakow-Srodmiescie in Krakow, 12th Commercial Division of the National Court Register.

3. In all matters related to the processing of personal data, you can contact the Administrator in the following way:

a) by calling +48 33 400 04 41,

b) at the e-mail address biuro@grauchem.eu

c) by post to the following address: ul. Maksymiliana Marii Kolbego 13, 32-600 Oswiecim, Poland.

4. Personal data is processed by the Administrator in accordance with the common practice applicable legal regulations, in particular in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on protection of natural persons in connection with the processing of personal data and in the matter free movement of such data and repealing Directive 95/46 / EC (general data protection regulation; hereinafter referred to as the GDPR), the Act of May 10, 2018. on the protection of personal data (i.e. Journal of Laws of 2019, item 1781, as amended) and the Act of 18 July 2002 on the provision of electronic services (i.e. Journal of Laws of 2020, item 344, as amended).

5. The administrator exercises due diligence to protect the interests of the data subjects they concern, and in particular ensures that the data collected by them are processed accordance with the law; are collected for specified, lawful purposes and not subjected

to further processing incompatible with these purposes; substantively correct and adequate in relation to the purposes for which they are processed and stored in a form that allows the identification of persons to whom they relate, no longer than is necessary to achieve the purpose of processing.

6. Each time the purpose, scope and recipients of data processed by the Administrator, depend on the relationship between the Administrator and the data subject. Below we present information on the processing of personal data for individual groups of entities.

II. PROCESSING OF PERSONAL DATA OF CONTACTING PERSONS WITH THE ADMINISTRATOR BY PHONE, BY LETTER OR BY ROAD ELECTRONIC, INCLUDING THROUGH A FORM CONTACT

The following information applies to you if you contact the Administrator in any matter, and you are not a client or contractor of the Administrator or their employee / representative.

1. Purpose of processing your personal data and the legal basis for processing If you sent an inquiry to the Administrator by phone, letter or e-mail, including via the contact form - your personal data will be processed to:

a. answering your inquiry, including contacting you at using the contact details you have indicated - the legal basis for processing of your personal data is art. 6 sec. 1 lit.

b GDPR in terms of data necessary to contact and answer, and if the content of the inquiry, including content of the contact form, you have also provided other data, then they are processed on the basis of your voluntary consent, i.e. pursuant to art. 6 sec. 1 lit. a GDPR,

b. establish cooperation with you or your employer / entity, which you represent - the basis for processing is art. 6 sec. 1 lit. GDPR, and legally legitimate interest lies in establishing and maintaining relationships within business.

2. The period of storage of your personal data Your personal data will be processed for the duration of the relationship with the Administrator (e.g. answering a question, sending an offer, exchanging correspondence), and after the termination of the relationship, your data will be stored for one year from the last year contact on your part, unless there has been a subsequent contract between you and Administrator, then the processing rules will apply to your person described in point III - when you have become the Administrator's client / contractor or IV when you are an employee or a person representing the client / contractor. Your data may be processed for a period shorter than indicated in the following cases:

a.in the scope of personal data processed on the basis of consent – until its revocation,

b. in the scope of data processed on the basis of legally justified the Administrator's interest - until an objection is effectively raised.

3. Recipients of your data

Your data may be transferred by the Administrator to entities supporting him in the conducted process business, in particular hosting service providers, IT service providers. In addition, your data may be made available to entities authorized to do so on the basis of legal regulations. The data administrator makes every effort to provide your data personal data was carried out on the basis of a data processing agreement and to the extent expressly indicated in this contract, unless for the transfer of data The administrator is obliged under the law. Your data is not currently transferred to a third country or organization international.

4. Your rights related to the processing of personal data

You have the following rights:

- a) the right to access your data,
- b) the right to rectify, delete and limit the processing of your data,
- c) the right to transfer your data,
- d) the right to object to the extent to which the data is processed on the basis of the legitimate interest of the Administrator,
- e) the right to withdraw consent when the basis for data processing is consent, with the withdrawal of consent does not affect the lawfulness of data processing personal data before withdrawing consent. You can use the rights described in point a - e by sending a message to the Administrator by traditional mail or e-mail to the contact details described in point I.3 of this Policy. You also have the right to lodge a complaint with the President of the Data Protection Office Personal, if you believe that the processing of your personal data violates the provisions on protection of personal data, including the provisions of the GDPR. Providing your personal data is fully voluntary, but not It will not be possible for the administrator of contact details in the form of such information to respond to your inquiry.

5. Profiling

Your personal data may be processed by the Administrator in a manner automated, however, they will not be profiled or processed automated decision making.

III. PROCESSING OF PERSONAL DATA OF CUSTOMERS / CONTRACTORS

The following information applies to you if you are bound by a contract with the Administrator, based on for which he provides services to you or uses the services offered by You.

1. Purpose of processing your personal data and the legal basis for processing

Your personal data is processed for the purpose of:

- a. performing a contract with you - the legal basis for processing is including within the scope of Art. 6 sec. 1 lit. b GDPR;

b. considering complaints - in this respect, the basis for processing is Art. 6 sec. 1 lit. c GDPR;

c. settlement of the contract concluded with you, including the performance of the Administrator public law obligations, in particular archiving and tax obligations - the legal basis for processing in this regard is Art. 6 sec. 1 lit. c GDPR;

d. pursuing claims and defending the Administrator's rights in the event of a dispute in connection with the performance of the contract - the legal basis for processing is in this respect art. 6 sec. 1 lit. f GDPR, where the legitimate interest lies precisely in pursuing claims and defending rights.

2. The period of storage of your personal data

Your personal data will be processed for the duration of the process connecting you with the Administrator the contract, and after this period until the expiry of the limitation period for any claims resulting from generally applicable provisions of law, in particular the law civil, or until the investigation or defense of claims is completed by Administrator. The data contained in the accounting documents will be processed for a period resulting from generally applicable legal provisions. Your data may be processed for a period shorter than indicated above in the scope of data processed on the basis of the legitimate interest of the Administrator – until effective objection.

3. Recipients of your data

Your data may be transferred by the Administrator to entities supporting him in the conducted process activities, in particular hosting service providers, an accounting office, a law firm legal or courier companies. In addition, your data may be made available to entities up to those entitled under the provisions of law. The data administrator makes every effort to provide your data personal data was carried out on the basis of a data processing agreement and to the extent expressly indicated in this contract, unless for the transfer of data the administrator is obliged under the law. Your data is not currently transferred to a third country or organization international.

4. Your rights related to the processing of personal data

You have the following rights:

a) the right to access your data,

b) the right to rectify, delete and limit the processing of your data,

c) the right to transfer your data,

d) the right to object to the extent to which the data is processed on the basis of the legitimate interest of the Administrator.

You can use the rights described in point a - d by sending a message to the Administrator by traditional mail or e-mail to the contact details described in point I.3 of this Policy. You also have the right to lodge a complaint with the President of the Data Protection Office Personal, if you believe that the processing of your personal data violates the provisions on protection of personal data, including the provisions of the GDPR. Providing your personal data is fully voluntary, and to the extent indicated in

the General Conditions of Sale - necessary to establish cooperation between you, and Administrator.

5. Profiling

Your personal data may be processed by the Administrator in a manner automated, however, they will not be profiled or processed automated decision making.

IV. PROCESSING OF PERSONAL DATA OF EMPLOYEES CUSTOMERS / CONTRACTORS OR REPRESENTATIVES CUSTOMERS / CONTRACTORS

The following information applies to you if you are an employee or a representative the client for whom the Administrator provides services or if you are an employee or a person representing the contractor who provides services to the Administrator.

1. Purpose of processing your personal data and the legal basis for processing

Your personal data is processed for the purpose of:

a. efficient performance of the subject of the contract and facilitating contact between the parties contracts - the legal basis for processing in this regard is art. 6 sec. 1 lit. f GDPR, where the legitimate interest is dynamic and effective fulfillment of contractual obligations;

b. pursuing claims and defending the Administrator's rights in the event of a dispute in in connection with the performance of the contract - the legal basis for processing is in this respect art. 6 sec. 1 lit. f GDPR, where the legitimate interest lies precisely in pursuing claims and defending rights;

c. fulfillment of obligations resulting from legal provisions, including regulations tax and accounting - the legal basis for processing is include within the scope of Art. 6 sec. 1 lit. c GDPR.

2. Source of data

You provided your data to the Administrator by contacting him on your own behalf the employer or entity you represent or we have obtained this data from a third party, being your employers or the entity you represent.

3. The period of storage of your personal data

Your personal data will be processed for the duration of the contract binding the Administrator with your employer or the entity for which you act, and after this period until the expiry the limitation period for any claims arising from generally applicable ones legal provisions, in particular civil law, or until completion pursuing or defending claims by the Administrator. Data contained in documents accountants will be processed for the period resulting from generally applicable legal regulations.

Your data may be processed for a period shorter than indicated above in the scope of data processed on the basis of the legitimate interest of the Administrator – until effective objection.

4. Recipients of your data

Your data may be transferred by the Administrator to entities supporting him in the conducted process activities, in particular hosting service providers, an accounting office, a law firm legal. In addition, your data may be made available to entities authorized to do so on the basis of legal provisions.

The data administrator makes every effort to provide your data personal data was carried out on the basis of a data processing agreement and to the extent expressly indicated in this contract, unless for the transfer of data

The administrator is obliged under the law.

Your data is not currently transferred to a third country or organization international.

5. Your rights related to the processing of personal data

You have the following rights:

- a) the right to access your data,
- b) the right to rectify, delete and limit the processing of your data,
- c) the right to transfer your data,
- d) the right to object to the extent to which the data is processed on the basis of the legitimate interest of the Administrator.

You can use the rights described in point a - d, by sending to the Administrator a message by traditional mail or e-mail to the contact details described in point I.3 of this Policies.

You also have the right to lodge a complaint with the President of the Data Protection Office Personal, if you believe that the processing of your personal data violates the provisions on protection of personal data, including the provisions of the GDPR.

6. Profiling

Your personal data may be processed by the Administrator in a manner automated, however, they will not be profiled or processed automated decision making.

V. FINAL PROVISIONS

The administrator uses technical and organizational measures to protect the processed data personal data appropriate to the threats and categories of data subject to protection, and in particular, it protects the data against disclosure to unauthorized persons, collection by an unauthorized person, processing in violation of applicable laws regulations and change, loss, damage or destruction.