

## **Information clause**

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 repealing Directive 95/46/EC (hereinafter: the GDPR), we inform you that:

1. The Administrator of your personal data is SAM PARTNER POLAND Sp. z o.o. with the registered office at Krośnieńska 1, 60-162 Poznań, Poland, e-mail: info@sampartner.pl, tel. +48 61 30 67 120.
2. The legal basis for the processing of your personal data is the contract concluded between our company and your company - Article 6 paragraph 1 (b) GDPR. We would like to remind you that the agreement does not always have to be in writing.
3. The data will be processed in order to implement and settle the sales process with your company.
4. In accordance with the applicable law, personal data may be transferred to processors (Article 28, paragraph 1, of the GDPR). If such a situation occurs, we will sign an agreement with such an entity, in which we will commit it to the proper protection of personal data and absolute confidentiality of business secrets. At present, we cooperate with a company providing IT services. In addition, in exceptional cases, we are obliged to pass on your personal data to authorities authorised by law.
5. The data will be stored for the period necessary for the proper execution and settlement of the sales process extended by the period of claims provision and for 5 years from the end of the calendar year in which it expired in accordance with the Act of 11 March 2004 on VAT and the Act of 29 August 1997 - Tax Ordinance.
6. You have the right to access the content of your data, the right to rectify it, the right to transfer it and, if applicable, the right to erase personal data and to restrict the processing.
7. You have the right to lodge a complaint with the supervisory authority (The Chairman of the Office for Personal Data Protection) if you consider that the processing of personal data concerning you violates the provisions of the General Data Protection Regulation of 27 April 2016 (GDPR).
8. The provision of personal data by you is necessary for the performance of the contract with us. The consequence of not providing personal data will be that it will not be possible to make a sale.
9. Your data will not be processed automatically, including in the form of profiling.