



## **INFORMATION CLAUSE ON PERSONAL DATA PROTECTION**

Ladies and gentlemen,

in relation to the entry into force of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 regarding protection of natural persons in connection with processing of personal data and on the free movement of such data, and repeal of Directive 95/46 / EC (general regulation on the protection of personal data) – hereinafter referred to as GDPR - we are obliged to inform you that we possess your personal data.

We inform you that:

### **1. The Controller of personal data**

The Controller of the your personal data is: **Przedsiębiorstwo Handlowo-Uslugowe 'MATEO' Stanisław Cabaj with the registered seat at 39-200 Dębica, ul. Metalowców 33.**

### **2. Contact regarding the processing of personal data**


Contact on matters relating to the processing of your personal data is possible:

- via traditional mail to: Przedsiębiorstwo Handlowo-Uslugowe 'MATEO' Stanisław Cabaj, ul. Metalowców 33, 39-200 Dębica,
- at the following e-mail address: [administracja@mateodebica.com.pl](mailto:administracja@mateodebica.com.pl)
- at the phone number: 014 681 53 01

### **3. The purposes of processing:**

Your personal data is processed for the following purposes:

- conclusion and performance of the contract;
- carrying out analyzes for the needs of conducted business activity;
- sale of products and services offered by PHU 'MATEO';
- conducting the marketing operations undertaken by PHU 'MATEO' independently or in cooperation with other entities;

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- recovery of claims;
  - archiving;
  - providing replies to letters and applications;
  - fulfilling the legal obligation of PHU 'MATEO';
  - resulting from legally justified interests implemented by the administrator or administrator's suppliers that aim at providing you with the optimal sale offer of the products of the administrator or administrator's suppliers, enabling you to offer packages and other promotional actions as well as equipment, optimization of the business activity by carrying out market analyzes regarding sales (pursuant to art. 6 section 1 letter F of the GDPR).

#### **4. Legal basis for the processing of personal data:**

The legal basis for processing your personal data is:

- granted consent (art. 6 section 1 letter a of the GDPR);
- the need to perform the contract or undertake activities upon your before concluding the contract (art. 6 section 1 letter b of the GDPR);
- the necessity to fulfil the legal obligation imposed on the controller (art. 6 section 1 letter c of the GDPR);
- the necessity resulting from legitimate interests implemented by the Controller of personal data (art. 6 section 1 letter f of the GDPR);

#### **5. Data storage period**

The period of processing of your personal data is dependent on the purpose for which the data is processed. The period during which your personal data will be stored is calculated based on the following criteria:

- legal regulations that may oblige the Controller of personal data to process the data for definite time period (e.g. Accounting Act)
- period for which services are provided;
- period which is necessary to defend the interests of the Controller of personal data;
- the period for which the consent is given.



## 6. Recipients of data

The Controller of personal data cooperates with external entities due to whom normal functioning of the company is guaranteed. Your personal data may be transferred to these entities, i.e. suppliers, suppliers of the IT solutions, payment system operators, transport companies and providers of courier and postal services, entities providing accounting, legal, insurance and marketing services.

## 7. Rights of the individuals whose personal data is processed:

We inform that you have the right to:

- access to your personal data to rectify (correct) or supplement your personal data,
- demand the limitation of personal data,
- demand to delete the personal data,
- demand to transfer the data to another data controller,
- file an objection to the Data Controller for further processing of personal data,
- file a complaint to the supervisory body (complaint is made to the President of the Office of Personal Data Protection) if you think that processing of personal data violates legal regulations. Information about formal issues of the complaint as well as procedures of its review are available on the website: [www.giudo.gov.pl](http://www.giudo.gov.pl))

## 8. Providing personal data

Providing data is voluntary, however, it may be necessary.

The necessity to provide data occurs in the following cases:

- concluding contracts with the Controller of personal data – failure to provide the personal data necessary for the conclusion and performance of the contract of sale or a contract for providing other services results in impossibility to conclude the above-mentioned contracts. In this situation, providing the personal data constitutes a contractual requirement.
- due to the legal regulations of the Administrator of personal data. i.e. when providing the personal data is a statutory requirement, resulting from applicable legal provisions that impose the obligation of processing the personal data on the Administrator of personal

data (e.g. for tax purposes or keeping accounting books). Failure to provide the personal data will result in non-performance of the above-mentioned obligations.

### 9. Transfer of personal data to third states

Your personal data will not be transferred to the third states within the meaning of the GDPR.

### 10. Automated process of decision making

The Controller of personal data administrator does not carry out automated process of decision making, including profiling based on the personal data provided.

Signature: /-/ [illegible signature]

[rectangular seal:] MATEO, Stanisław Cabaj, Owner

[rectangular seal:] MATEO Trade and Service Company, Stanisław Cabaj, 39-200 Dębica, ul. Metalowców 33, tel: 14 681-53-01, tel/fax: 14 681-22-22, REGON [Central Registry Personal Number:] 850251646, NIP [Tax Identification Number:] 872-001-13-55



Mateo  
Stanisław Cabaj  
WŁAŚCICIEL

Przedsiębiorstwo Handlowo-Uslugowe  
**"MATEO"**  
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