

Information clause for the customer or contractor and for natural persons acting as members of bodies of legal persons, proxies, attorneys, representatives of contractors and contact persons on the part of the customer or contractor

In accordance with Article 13 (1) and (2) and Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, we inform you that:

1. The controller of your personal data is Flexcraft Sp. z o.o., ul. Władysława Reymonta 14/54, 45-066 Opole, KRS: 0000091410, tax identification (NIP) No.: 7542709595, state statistical (REGON) No.: 532242211.

2. For information regarding the processing of your personal data, please contact us by email at rodo@flexcraft.nl.

3. If you are a representative of our Contractor, your personal data

1) will be processed for:

- establishing and maintaining business relationships, including signing agreements or for the purpose of contacting you in connection with the performance of an agreement on the basis of the controller's legitimate interest -Article 6(1)(f) GDPR
- carrying out legal obligations incumbent on the controller related, for example, to financial and accounting settlement on the basis of Article 6(1)(c) GDPR;
- investigating claims based on realization of the University's legitimate interest - Article 6(1)(f) GDPR;

2) We have obtained your data:

- if you are a person representing a company - from the entity in which you serve as member of the bodies of legal persons and from registers of businesses (National Court Register (KRS), Business Activity Central Register and Information Record (CEIDG), Central Business Register and Information Service (GUS)), from publicly available sources - including the websites of the entity you represent
- if you are the contact person of the entity: from the entity where you perform this function within the framework of the agreement being performed.

3) Your data will not be subject to profiling and no automated decisions will be made based on it.

4. Where you are our Contractor or Customer - a party to an agreement between us - your personal data

1) will be processed for:

- performing the agreement and taking action at the request of the data subject prior to entering into the agreement in accordance with the premise of Article 6(1)(b) GDPR;
- carrying out legal obligations incumbent on the controller related, for example, to financial and accounting settlement on the basis of Article 6(1)(c) GDPR;

- maintaining business relationships on the basis of the controller's legitimate interest - Article 6(1)(f) GDPR;

- investigating claims based on realization of the Company's legitimate interest - Article 6(1)(f) GDPR;

2) We have obtained your data from publicly available sources - the Internet (registers of business entities such as CEIDG, KRS, GUS, LinkedIn portal, websites). Furthermore, your provision of personal data is necessary for the conclusion and performance of the agreement.

3) Your data will not be subject to profiling and no automated decisions will be made based on it.

5. Your personal data will be forwarded to email hosts, software providers, IT service providers, law firms, courier companies, consulting firms, the Poczta Polska S.A., banks, to a tax office and other entities authorized by law.

6. Your personal data will not be transferred to third countries - outside the European Economic Area.

7. Your personal data will be processed for the following period of time:

- where an agreement is not concluded - until the end of negotiations, but no more than one year after the last contact.

- in the case of conclusion of an agreement - for the duration of its performance, and then until expiry of the claims thereunder. Data from financial documents will be kept for the time indicated in the accounting laws - i.e. 5 years, starting from the end of the calendar year in which the deadline for payment of the tax expired.

Data processed on the basis of legitimate interest will be processed until an objection is raised but no longer than necessary to achieve the stated purpose.

8. You have the right to access the content of your data, the right to rectify it, erase it, limit its processing, transfer it and object to its processing.

9. You have the right to lodge a complaint to the President of the Polish Personal Data Protection Office (ul. Stawki 2, 00-193 Warszawa) if you find that the processing of your personal data violates the law.