

MM Kwidzyn sp. z o.o.	Załącznik nr 25 do PO-2/01		Strona	
	Klauzula informacyjna o przetwarzaniu danych osobowych dla kontrahentów/ podwykonawców MM Kwidzyn sp. z o.o. – wersja angielska		Liczba stron	nr strony
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**INFORMATION CLAUSE
ON THE PROCESSING OF PERSONAL DATA FOR THE CONTRACTORS/ SUB-CONTRACTORS
OF MM KWIDZYN SP. Z O.O.**

Pursuant to Article 13 and 14 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 referred to as the “GDPR”, MM Kwidzyn sp. z o.o. would like to inform that:

- The Controller of your personal data is MM Kwidzyn spółka z o.o. with its registered office in Kwidzyn, 82-500 Kwidzyn, at ul. Lotnicza 1 (“MM Kwidzyn” or the “Controller”).
- The Controller's contact details: ul. Lotnicza 1, 82-500 Kwidzyn, phone: +48 55 610 7248, fax: +48 55 279 8644. In relation to data protection issues, you can contact us by e-mail: privacy@mm.group
- The Controller obtains your personal data directly from you or from other sources, i.e.:
 - from the company for which you work;
 - from publicly available sources, e.g. the National Court Register (KRS) or the Central Registration and Information on Business (CEiDG);
 - from third parties, e.g. those providing services related to the examination of the legal and financial situation of entrepreneurs.
- Your data will be processed for the following purposes, on the basis of a specific legal basis and at a specific time:

Type of personal data	Purpose of data processing	Legal basis of data processing	Data retention period
<ul style="list-style-type: none"> – first name, surname – PESEL/identity card No. – company name – position title – contact phone No. – e-mail address – bank account number – in the case of claims: additional information necessary for the establishment, assertion or defence of claims 	<ul style="list-style-type: none"> – taking pre-contractual action, contract execution – the establishment, assertion or defence of claims – we will inform you separately about the processing of your personal data for other purposes, and specify the legal basis for the processing 	<ul style="list-style-type: none"> – processing is necessary for the performance of the contract to which the data subject is a party or to take action at the request of the data subject prior to the conclusion of the contract (in the case of self-employed persons) – processing is necessary for purposes resulting from the legitimate interests pursued by the Controller, consisting in activities aimed at concluding the contract and performance of the contract (in the case of persons acting on behalf of commercial companies) – processing is necessary for the establishment, assertion or defence of claims 	<p>The period shall not be longer than it is necessary to achieve the purposes for which the data is processed, i.e.:</p> <ul style="list-style-type: none"> – for the duration of cooperation, and after its termination until the lapse of the period of limitations for claims which may arise from the concluded contracts – in the case of disputes: until the proceedings have been finally concluded and the claims of the parties have been enforced

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Type of personal data	Purpose of data processing	Legal basis of data processing	Data retention period
<ul style="list-style-type: none"> – name, surname – PESEL / ID number – company name – reason of the ban 	<ul style="list-style-type: none"> – ensuring safe work conditions, protection of health and life of MM Kwidzyn spółka z o.o. employees, employees of contractors and their subcontractors, partners and other people staying on the premises of the mill area, which by the decision of the Pomeranian Voivode is covered with the duty of protection and is a workplace with a high-risk of a major industrial accident 	<ul style="list-style-type: none"> – the need to fulfill the obligation arising from legal provisions, in particular the Act of 26 June 1974 - Labor Code, the Act of 26 October 1982 on upbringing in sobriety and alcoholism prevention, Act of August 22, 1997 on the protection of persons and property 	<p>Electronic database of the bans to enter the premises of the mill area:</p> <ul style="list-style-type: none"> – for a period not exceeding 12 months from the date of documented gross violation of rules or regulations of law

5. The provision of your personal data is voluntary, but necessary for the conclusion and implementation of the contract with you / the company for which you work. Failure to provide these data will prevent the conclusion and execution of the contract.

The necessity for you to provide personal data results from the legal obligations of MM Kwidzyn. Failure to provide the data will result in refusal of admittance onto the MM Kwidzyn premises.

6. Access to personal data, subject to all guarantees to ensure the security of the data transmitted, will be granted to the extent necessary to:
- the Controller’s employees authorized to process them at the Controller’s order;
 - licensed business entities providing services of protection of persons and property in the form of direct physical protection of the area, facilities and equipment of MM Kwidzyn;
 - companies of the MM group;
 - providers of services to MM Kwidzyn, including legal and/or advisory services and financial and accounting services related to the business activity;
 - authorized bodies and state institutions in accordance with the applicable provisions of law.
7. Some recipients of personal data may have their registered offices in countries which are not part of the European Economic Area (“EEA”) which do not ensure adequate protection of personal data according to the European Commission standards. MM group entities have signed the standard contractual clauses (“Model Contracts”) for the transfer of personal data with entities which are not part of the European Economic Area. You may demand to share the Model Contracts using the contact details above.
8. You have the right to:
- a. request access to personal data,
 - b. correct, rectify your personal data if it is incorrect or incomplete,
 - c. in certain situations - limitation of data processing, e.g. when you question the correctness of data processing,

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- d. object to the processing of your personal data due to your specific situation, if the data processing is based on the legitimate interests of the Controller or third parties,
 - e. require the deletion of your data where there are no reasonable grounds for using the data, and
 - f. transfer data, i.e. to obtain and re-use your personal data when it is processed automatically on the basis of your consent or the contract.
- If you have any questions regarding your rights, please contact us by e-mail: privacy@mm.group
9. You also have the right to lodge a complaint with the supervisory authority - the President of the Office for the Protection of Personal Data, if you believe that the processing of personal data violates your rights or the provisions concerning the protection of personal data.
 10. Your personal data shall not be subject to automated decision making, including profiling.