

**INFORMATION CLAUSE
ON PROCESSING OF PERSONAL DATA
OF CONTRACTORS, SUPPLIERS, CUSTOMERS**

Pursuant to the art. 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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 GDPR, we inform you that:

1. The Controller of your personal data is MM Kwidzyn Spółka z o.o. with its registered office in Kwidzyn, 82-500 Kwidzyn ul. Lotnicza 1 ("MM Kwidzyn" or "Controller").
2. The Controller's contact details: ul. Lotnicza 1, 82-500 Kwidzyn, phone number +48 55 610 7248. For data protection issues, contact is also possible via e-mail box: privacy@mm.group
3. The Controller obtains personal data directly from you or from other sources, i.e.:
 - a. from the entity you are employed at;
 - b. from publicly available sources, e.g. National Court Register (KRS), central register and information on economic activity (CEIDG);
 - c. from third parties, e.g. providers of services related to examination of the legal and financial situation of entrepreneurs, state authorities and public administration.
4. Your data shall be processed for the following purposes, based on a specific legal basis and for a specific period of time:

Type of personal data	Purpose of data processing	The legal basis for processing of data is as follows:	Period of data storing
<ul style="list-style-type: none"> - full name - Polish Personal Identification Number (PESEL) and, in the absence thereof, the series and number of the identity document - job title - company, (name) - supplier no. - contact phone number - e-mail address - signature - bank account number - in the case of asserting claims: additional data necessary for establishment, exercise or defence of claims - in the event of a state of emergency, martial law, announcement of mobilisation and during the war: data necessary for the defence of the Motherland 	<ul style="list-style-type: none"> - taking relevant measures before the conclusion of the agreement, performance of the agreement - performance of obligations imposed on us, such as financial settlements, including tax settlements - direct marketing of offers - establishment, assertion or defence of claims - fulfilment of tasks which are particularly important for national security and defence 	<ul style="list-style-type: none"> - performance of contracts (Article 6(1)(b) of the GDPR) - necessity to fulfil the legal obligation imposed on the controller (Article 6(1)(c) of the GDPR) - consent of the data subject (Article 6(1)(a) of the GDPR) or pursuing a legitimate interest of the controller (Article 6(1)(f) of the GDPR) constitutes the basis for the processing of personal data as part of direct marketing - implementation of our legitimate interest consisting in the potential necessity to deny or pursue claims (Article 6(1)(f) of the GDPR) - necessity to fulfil the legal obligation imposed on the controller (Article 6(1)(c) of the GDPR and Article 9(2)(g) of the GDPR) 	<p>A period not longer than it is necessary to achieve the purposes for which the data are processed, i.e.:</p> <ul style="list-style-type: none"> - for the duration of the cooperation and after its completion for the period arising from the applicable provisions of law - in the case of disputes: until the final termination of the proceedings and enforcement of demands of the parties - data of the persons serving at a militarised unit will be processed in accordance with the Act of 11 March 2022 on defence of the Motherland and executive acts issued pursuant to the provisions of the Act

5. Providing your personal data is voluntary but necessary for conclusion and performance of the contract with you / entity in which you work for / cooperate with. Failure to provide the data shall prevent conclusion and implementation of the contract.

6. Access to the personal data, with all guarantees ensuring the security of the data provided, shall be granted to:
 - the Controller's employees authorised to process the data on the Controller's instructions;
 - licensed operators providing services of protection of persons and property in the form of direct physical protection of the area, facilities and equipment of MM Kwidzyn;
 - MM Group companies;
 - suppliers of services provided to MM Kwidzyn, including legal and/or advisory services and suppliers of financial and accounting services related to their business;
 - state institutions in accordance with applicable law;
7. Some recipients of personal data may be located in countries that are not part of the European Economic Area ('EEA'), which do not provide adequate protection of personal data according to the standards of the European Committee. MM Group entities have signed standard contractual clauses ('Model Agreements') for the transfer of personal data with entities established in countries that are not part of the European Economic Area. You may request MM Group to present the Model Agreements using the following contact data.
8. You have the right to:
 - a. withdraw the prior consent without affecting the lawfulness of the processing carried out before such withdrawal;
 - b. request access to your personal data,
 - c. correct, rectify your personal data if they are incorrect or incomplete,
 - d. in certain situations, to restrict processing of your data, e.g. if you dispute correctness of data processing,
 - e. request erasure of your data if there are no legitimate grounds for using the data,
 - f. data portability.

If you have any questions in relation to your rights, please contact us at e-mail: privacy@mm.group
9. You have the right to lodge a complaint with the supervisory authority, the President of the Personal Data Protection Office, if you consider that the processing of your personal data violates your rights or the data protection legislation.
10. Your personal data is not subject to automated decision-making, including profiling.