

**INFORMATION ON THE PROCESSING OF
BUSINESS PARTNERS**

Pursuant to Article 13(1) and (2) 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 ("GDPR"), SECO/WARWICK S.A. hereby informs that:

1. The controller of your data is SECO/WARWICK S.A. based in Świebodzin, ul. Sobieskiego 8 (postcode: 66-200), entered into the register of entrepreneurs of the National Court Register kept by the District Court in Zielona Góra, Commercial Division of the National Court Register under KRS No 0000271014, NIP (tax identification number): 927-010-07-56, phone number: +48 68 38 20 500, email address: info-poland@secowarwick.com.
2. The provision of data is voluntary but necessary for the performance of activities prior to entering into a contract, for the conclusion and subsequent performance of such contract, and for the performance of all obligations resulting from cooperation.
3. Your personal data will be processed for the following purposes:
 - a) under Article 6(1)(b) of the GDPR, for the fulfilment of the obligations arising from the contract between us, including for communication and handling complaints;
 - b) for finance and accounting under Article 6(1)(c): data processing is necessary for compliance with of the provisions of law, e.g. tax law, including Article 74 of the Polish Accounting Act for as long as required by the relevant tax laws;
 - c) for defence against claims and pursuing claims under Article 6(1)(f): the legitimate interest of SWSA until the expiry of the claim period in accordance with the law;
 - d) in the remaining scope under Article 6(1)(a), i.e. on the basis of and within the scope of consent granted.
4. Your personal data will be processed during the term of the contract and after its completion or expiry for the period necessary for the performance of all the obligations of the parties resulting from the contract or from the termination of the cooperation, including the archiving obligation required by law.
5. Your personal data may be disclosed upon our request to processors, i.e. entities such as:
 - the law firm providing services to the company,
 - IT solutions providers,
 - parcel delivery services,
 - and other independent recipient, that means entities of our capital group which complements our offer and business partners, which complements our offer.
6. You have the right to request from the controller to access, rectify, withdraw or limit the processing of your personal data as well as the right to withdraw your consent, to object to the processing and to transfer your data.
7. Providing data is voluntary but necessary to conclude and achieve the aforementioned purposes.
8. You have the right to lodge a complaint with a supervisory authority, the President of the Personal Data Protection Office or any other competent supervisory authority if you think we process personal data unlawfully.

Should you have any questions or concerns, please contact us at RODO@secowarwick.com