

# Information on personal data protection for Supplier of Synerise S.A. and its representatives

This information is put forward by Synerise S.A. based in Cracow (hereinafter referred to as the "Company") and directed at:

- the supplier of the Company (hereinafter referred to as the "Supplier"), i.e., the entity with which the Company is in discussions regarding possible cooperation or with which has concluded a non-disclosure agreement / an agreement for the provision of services (hereinafter referred to as the "Agreement") - to the extent to which the Supplier is a natural person,
- persons representing the Supplier (being a natural or legal person) as a party to the Agreement or participating in its ongoing performance (hereinafter referred to as "Representatives").

The information is an expression of the fulfilment of the information obligation by the Company, resulting from the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 - general regulation on data protection, hereinafter referred to as "GDPR".

## 1. Controller

Your personal data controller is Synerise S.A. with headquarters in Cracow, Zabłocie 43B, 30-701 Cracow. The Company has appointed a Data Protection Officer – email address: [iod@synerise.com](mailto:iod@synerise.com).

## 2. The source of data acquisition

Your personal data was received by the Company directly from you or from the Supplier at the stage of discussions on possible cooperation, conclusion of the Agreement or in the course of its ongoing performance.

## 3. The scope of data processing

The Company processes in particular your identification and contact details, i.e., name, surname, position, represented Supplier, place of work, e-mail address, telephone number, other data resulting from the power of attorney (if you are the Supplier's representative), as well as information resulting from the communication conducted with the Company in the course of discussions on possible cooperation, conclusion of the Agreement or its execution.

## 4. Purposes and legal basis of data processing

The Company may process your personal information for the following purposes:

Aim of the processing	Legal basis of the data processing
1. negotiating, concluding, executing, settling, terminating the Agreement, including ongoing contact in all matters related to the Agreement	art. 6 section 1(f) GDPR, i.e., indispensability to achieve the objectives resulting from the legitimate interests of the Company, which are: conducting discussions on possible cooperation, the possibility of concluding the Agreement and its proper, efficient and effective performance, including through ongoing communication and meetings with the Suppliers/Representatives, as well as ensuring the legal security of the Company; to the extent that the Supplier is a natural person, the legal basis for the processing of his data for this purpose is art. 6 section 1(b) of the GDPR, i.e., the agreement to which the Supplier is a party
2. performing legal obligations incumbent on the Company	art. 6 section 1(c) GDPR, i.e., processing is necessary to meet the legal obligations incumbent on the Company (e.g., in the field of taxes and accounting)
3. direct marketing of the Company's products and services, managing business relationships with the Supplier	art. 6 section 1(f) GDPR, i.e., necessity to achieve the goals resulting from the legitimate interests of the Company, which are: informing the Supplier/Representatives about the products, services and activities of the Company, shaping a positive image of the Company towards the Supplier/Representatives, maintaining business relations with the Supplier/Representatives  art. 6 section 1 (a) of the GDPR, i.e., Your consent to the processing of data granted for the purpose resulting from its content
4. debt collection and determination, investigation or defense of other claims (in connection with the Agreement)	art. 6 section 1 (f) GDPR, i.e., indispensability to achieve the objectives resulting from the legitimate interests of the Company, which are: ensuring the legal security of the Company, including through the determination, investigation or defense of claims related to the Agreement
5. conducting analytical and statistical activities	art. 6 section 1 (f) GDPR, i.e., indispensability to achieve the objectives resulting from the legitimate interests of the Company, which are: analysis of the Suppliers, their needs, expectations, activity in relation to the Company
6. other processing purposes, if you have consented to them	art. 6 section 1 (a) of the GDPR, i.e., Your consent to the processing of data granted for the purpose resulting from its content

## 5. Data Recipients

The recipients of your personal data are our service providers, i.e., entities providing specific services for the Company, when their performance requires data processing (e.g., providers of IT, legal and auditing, accounting, banking, and courier tools and services), and also - as defined by law - authorized public administration bodies (e.g., the tax office, the police, courts).

## 6. Data transfer to a third country

Your personal data, to the necessary extent, may be transferred outside the European Economic Area in the event that the Company uses the services (e.g., IT solutions) of entities processing personal data in third countries. If these are not countries for which the European Commission has found an adequate level of data protection, the transfer will be carried out with adequate safeguards, in particular through the so-called standard contractual clauses issued by the European Commission. For detailed information about these safeguards (including a copy of them or where they are made available), please contact the Company using the contact details indicated in point 1 above.

## 7. Data storage period

Your personal data will be kept by the Company for the period necessary to achieve the processing purposes indicated in Point 4 above. In particular, personal data will be stored for the duration of the Agreement, and then for the period and to the extent required by law (e.g., with regard to the storage of documentation for tax purposes - for 5 years from the end of the calendar year in which the deadline for payment of the tax by the Company expired) or until the claims are time-barred (in principle, for a period not longer than 3 years from the date of expiry or termination of the Agreement). In the event of processing based on our legitimate interest or your consent, the Company will stop continuing it in the event of your effective objection or withdrawal of consent.

## 8. The data subject's rights

In connection with the processing of your personal data by the Company, you can exercise the following rights: (a) access to the data, (b) rectification (correction) of the data, (c) deletion of the data in the cases indicated in the GDPR, (d) data processing restrictions, (e) object to the processing of the data, (f) data portability, (g) withdraw consent to data processing (with the reservation that the withdrawal of the consent does not affect the lawfulness of the processing which was conducted on the basis of consent before its withdrawal), (h) lodging a complaint to the supervisory authority (authority competent for Poland - President of the Office for Personal Data Protection, Stawki 2, 00-193 Warsaw) - if it is considered that the processing of your personal data by the Company violates the provisions of the GDPR.

## 9. Additional information

Providing your personal data is voluntary, but it may be necessary for the conclusion and performance of the Agreement. In all matters related to the processing of your personal data by the Company, including to exercise the rights referred to in Point 8 above, please contact the Company through the contact details indicated in Point 1 above.

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