

**Information for Contractors and persons representing Contractors of INVESTLAND Sp. z o.o. with it's registered office it Korczyna, ul. Trębacka 11A 38-420 Korczyna**

1. The administrator of personal data of persons acting as: a. contractors who are parties to the contracts concluded with Investland Sp. z o.o. (natural persons, natural persons who run the so-called sole proprietorship, natural persons conducting activity in the form of civil law companies), b. persons representing institutional contractors, c. persons indicated by contractors for contact and for the implementation of the subject of contracts (e.g. design and assembly teams) implemented with Investland Sp. z o.o. is Investland Sp. z o.o. with its registered office in Korczyna, ul. Trębacka 11A, 38-420 Korczyna (hereinafter referred to as „Company”).

2. The Administrator can be contacted in matters related to the protection of personal data and the exercise of rights related to it by electronic means to the address [investland@investland.pl](mailto:investland@investland.pl), as well as by post to the address of the Company's registered office.

3. Personal data of the persons indicated in point 1, depending on their role, may be processed for the following purposes and on the following legal grounds:

- a. in order to conclude and implement the subject of the contract (legal basis for data processing: art. 6 par. 1 letter b of GDPR),
- b. to conduct correspondence, including ongoing communication related to the conclusion and implementation of the subject of the contract (legal basis for data processing: art. 6 par. 1 letter f of GDPR),
- c. to consider complaints related to concluded contracts (art. 6 par. 1 letter b of GDPR),
- d. to examine and pursue claims, defend against claims, as well as to implement out-of-court dispute resolution, which constitutes the legitimate interest of the Company (legal basis for data processing: art. 6 par. 1 letter f of GDPR),
- e. to conduct statistical analyzes, which constitutes the legitimate interest of the Company (legal basis for data processing: art. 6 par. 1 letter f of GDPR),
- f. to implement legal requirements in the field of tax and accounting regulations, in particular those specified in the provisions of the Act of 11 March 2004 on tax on goods and services (VAT), the Act of 15 February 1992 on corporate income tax and the Act of 29 September 1994 on accounting (legal basis for data processing: art. 6 par. 1 letter c of GDPR),
- g. in order to store data for archiving purposes and for the purposes of demonstrating the compliance with legal obligations incumbent on the Company, which constitutes the legitimate interest of the Company (legal basis for data processing: art. 6 par. 1 letter f of GDPR);

- h. to conduct activities in the form of direct marketing, which constitutes the legitimate interest of the Company (art. 6 par. 1 letter f of GDPR),
- i. to send commercial information by electronic means - if a specific person has expressed a separate consent to receive commercial information by electronic means to the e-mail address provided,
- j. for marketing communication with the use of telecommunications terminal equipment (e.g. telephone) and automated calling systems - if a specific person has expressed a separate consent to receive this type of information on the telephone number provided.

4. Personal data may be disclosed to the following entities:

- a. entities supporting the Company in the field of technical and IT services (including delivery, implementation and service of software and IT equipment, hosting services and the like),
- b. law firms providing services to the Company, as well as entities providing debt collection services,
- c. consultancy, audit and advisory entities - in the scope of services provided by these entities to the Company, public authorities in accordance with their powers

5. Personal data is not transferred by the Company outside the European Economic Area (EEA).

6. Personal data will be stored by the Company for the duration of the concluded contracts and until they are settled correctly, and in addition:

- a. until the limitation of potential claims arising from the contracts indicated above,
- b. for the time necessary to make specific claims in connection with the contracts referred to above,
- c. for the duration of the obligations arising from legal provisions staying in force, including in particular tax and accounting regulations, e.g. obligations related to the storage of documentation in accordance with the requirements of art. 74 of the Accounting Act of 29 September 1994,
- d. for the period necessary for the compliance with legal obligations incumbent on the company to be documented by it before public administration bodies, including a supervisory body in the field of personal data protection,
- e. for archiving purposes, when it concerns the history of correspondence and the answers to submitted queries - for a period not longer than 3 years from obtaining the data,
- f. for direct marketing purposes - until an objection to data processing is submitted or until the data become outdated,
- g. for the purpose of sending commercial information by means of electronic mail - until the consent to implement this purpose withdrawn or the data become outdated,
- h. for the purpose of marketing communication with the use of telecommunications terminal equipment (e.g. telephone) and automatic calling systems - until consent to implement this purpose is withdrawn or until the data become outdated.

7. The person whose personal data is processed has the right to: request access to their personal data, the right to rectify it, delete or request restriction of processing, the right to transfer data, as well as the right to object to their processing, on the terms and in the cases provided for in the provisions of the GDPR .

8. In the event of processing of personal data by the Company for the purpose of pursuing legitimate interests (referred to above), we inform you of your right to object to the processing of data for reasons related to a particular situation, and in addition about your right to object at any time in the event of data processing in the purpose of direct marketing purposes.

9. In cases of personal data processing based on the consent given, we inform you about the right to withdraw your consent at any time for any reason, which, however, shall not affect the compliance of the data processing that took place before the consent was withdrawn.

10. Please be informed about the right to lodge a complaint regarding the processing of personal data to the supervisory body, which is the President of the Personal Data Protection Office.

11. Providing personal data for the purposes of:

- a. implementing the subject of the contract is voluntary, but it is a condition for concluding the contract, and failure to provide data may result in the inability to conclude it or the inability to perform it properly,
- b. considering complaints, pursuing possible claims is voluntary, but it is a condition for the Company to consider any complaint or claim,
- c. resulting from legal provisions is obligatory on the basis of the cited legal provisions,
- d. in other cases it is voluntary.