

## GDPR Information Clause – Tendering Stage

Subject to the provisions of Art. 13 section 1 and 2 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to personal data processing and the free movement of such data as well as repealing the Directive 95/46/EC (hereinafter referred to as the “GDPR”), we hereby inform that:

1. The Controller of your personal data shall be the InterPhone Service Sp. z o.o. with the seat in Mielec, ul. Inwestorów 8, 39-300 Mielec, a company entered into the Register of Entrepreneurs of the National Court Register kept by the District Court in Rzeszów, 12th Commercial Division of the National Court Register under the KRS number 0000328887, NIP 9661989952, with the share capital amounting to PLN 50,000.00
2. We have appointed the Data Protection Officer, whom you may contact writing to:

email: [rodo.kancelaria@interphone.com.pl](mailto:rodo.kancelaria@interphone.com.pl)

3. We will process your personal data for the purpose to:
  - a) prepare and send the offer and keep correspondence related to it – due to the circumstance that the processing is necessary to commence actions at the request of the data subject prior to contract conclusion (Art. 6 section 1 (b) of the GDPR),
  - b) seek claims or defend the rights of the Controller – subject to Art. 6 section 1 (f) of the GDPR, i.e. in view of legitimate interests of the Controller;
  - c) for the purposes connected with marketing and advertising of our services, including the fact of sending our business offers – as long as the legitimate interests of the Controller are not fulfilled, being the grounds for such processing – [legal grounds – Art. 6 (1) (f) of the Regulation – fulfilment of legitimate interest of the controller] – however, not longer than 5 years
4. Your personal data shall be processed:
  - for the period necessary to prepare and send the offer and run correspondence related to it, and when it is finished, due to the possibility of the parties to exercise the rights vested in them as well as due to a potential claim enforcement – as long as the limitation period for claims does not expire,
5. **The right to object.** You have the right, at any moment, to object against your personal data processing by us. You may exercise the right if our legitimate interest constitutes the grounds for such processing. The Controller may, however, process such data further if it demonstrates that there are significant legitimate grounds for data processing, overriding your interests, rights and freedoms or demonstrates that these data are necessary to determine, seek or defend against claims.
6. You shall also have the following rights in connection with the processing of your personal data
  - a) **The right to access the personal data.** You shall have the right to obtain our confirmation that we process your personal data. You shall also have the right to obtain access to such personal data, copies of the data as well as the information regarding the purposes of your personal data processing, information about the categories of your personal data processed by the Controller, information about the recipients or categories of recipients, to whom the Controller has disclosed your personal data or to whom it intends to disclose the data, about the estimated duration of storage, about your rights related to data processing, the right to file a complaint to the supervisory authority, the source of the data and about decision making by automated means (if applicable)
  - b) **The right of data rectification.** You have the right to request us to rectify your personal data immediately, if incorrect. You shall also have the right to request us to supplement the incomplete personal data.
  - c) **The right to data erasure** (referred also to as the „right to be forgotten”). You shall have the right to request us to erase your personal data immediately provided that at least one of the below premises is met:
    - Your personal data are no longer necessary to fulfil the purposes for which they have been collected or are processed;
    - You have objected to the processing of your personal data and we do not have legitimate, overriding grounds for their processing;
    - We have processed your personal data contrary to law;
    - We must erase your personal data to meet the obligation legally imposed on usWe may refuse your request to exercise the right to be forgotten if it is necessary to use the personal data:
    - to exercise the right to freedom of speech and information
    - to meet the legal obligation or to execute the task in public interest or public authority;
    - due to the public interest (within public health domain);

- for archiving purposes (in public interest), research, historical, and statistical purposes;
  - to determine, defend and seek claims.
- d) **The right to limit personal data processing.** You shall have the right to request us to limit the processing of your personal data in the following instances:
- if you question the validity of your personal data which we process;
  - if we process your personal data contrary to law, and you object against erasing them by us, requesting us to limit their use instead;
  - if we no longer need your personal data for processing purposes, however, they are necessary for you to determine, seek or defend your claims;
  - if you have filed an objection against the processing of your personal data.

If you exercise the right to limit personal data processing, we may process them, except for storing, and solely in exceptional situations, i.e.:

- with your consent;
  - in order to determine, seek and defend against claims;
  - for legal protection of another person; or
  - due to important public interest considerations
- e) **The right to data portability.** You shall have the right to receive the personal data from us or authorise us to send your personal data to another controller – in a structured commonly applicable format, if such transfer is technically feasible. It may be the personal data which we have received directly from you as well as the personal data resulting from your activity. We will transfer solely the data meeting jointly the conditions as follows:
- the personal data are processed by automated means, i.e. these are not the personal data in a paper form;
  - the data are processed based on the consent or in connection with the contract.
6. If you wish to exercise the rights which we have described above or obtain additional information – you may contact us choosing one of the following methods:
- in writing to the address: InterPhone Service Sp. z o.o. with the seat in Mielec, ul. Inwestorów 8, 39-300 Mielec,  
via email to the address: [rodo.kancelaria@interphone.com.pl](mailto:rodo.kancelaria@interphone.com.pl)
7. If you decide to exercise the above rights, we will reply with regard to the request consideration, without undue delay, however, not later than within the month following the date on which we have received the request.
8. **The right to file a complaint to the supervisory authority.** If you find that the processing of your personal data violates the provisions of law, you have the right to file a complaint to the supervisory authority – the President of the Personal Data Protection Office.
9. It is necessary for you to provide your personal data to prepare and send the offers, and if you fail to provide such data, we may not be able to prepare and send the offer.
10. The anticipated recipients of your personal data shall be:
- entities within our capital group, which means the parent company along with subsidiary companies;
  - other authorised entities if the obligation results from the applicable provisions of law (inter alia, Court)
- Your personal data may be disclosed to service and technical/organisational solution providers (e.g., courier companies, mail service providing companies) and may be transferred to the entities with which the Controller has relevant data processing contracts executed e.g., IT company, legal office, tax office, entities rendering document archiving services, auditors – solely to the extent to which it is necessary to fulfil the aims of your personal data processing
11. Your personal data will not be used by us to make decisions either based on automated data processing or profiling.
12. The Controller transfers your personal data neither outside the European Economic Area nor to international organisations.