

## **INFORMATION ON PERSONAL DATA PROCESSING FOR PERSONS REPRESENTING CONTRACTORS OF OCCUBEE S.A.**

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Pursuant to Article 13 (1) and (2) of 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 (OJ EU.L.2016.119.1, as amended), hereinafter: the GDPR, we inform you that:

1. The Controller of your personal data is Occubee S.A. with its registered seat in Katowice, ul. Gawronów 6.
2. For all data protection issues, you can contact us at email address: [office@occubee.com](mailto:office@occubee.com).
3. Your personal data, as a person authorized to represent a legal person or an organizational unit having no legal personality, are processed for purposes related to the conclusion and performance of the contract concluded with the represented entity, including, in particular, to verify the person authorized to represent the entity and the scope of their authorization. The basis for data processing is the fulfillment of obligations arising from the law, related to the need to ensure lawful representation of the parties when concluding agreements. This refers in particular to Article 38 of the Civil Code and those provisions of the Civil Code that relate to the conclusion of contracts and the designation of their parties, as well as the provisions of the Commercial Companies Code that relate to the representation of companies. The basis for data processing is also our legitimate interest in maintaining contact with our business partners, including communication related to the conclusion and performance of agreements and ongoing contacts.
4. Recipients of personal data may be public authorities and public administration bodies under the law, as well as entities processing data on our behalf on the basis of a data processing agreement.
5. The Controller may transfer your personal data to countries outside the European Economic Area due to the use of suppliers who store data on servers located outside the European Economic Area (e.g. Google LLC), in accordance with the decision of the European Commission, which has found an adequate level of data protection in this area. In other cases, your personal data may also be transferred to a third country solely on the basis of: binding corporate rules, standard contractual clauses, an approved code of conduct or an approved certification mechanism (Article 46 GDPR) or on the basis of your explicit consent to such transfer to a third country or an international organization (Article 49 (1) (a) GDPR).
6. Your personal data will be processed for the duration of the contract and after its termination for the time necessary to defend and pursue claims or for the time necessary to comply with legal obligations, including accounting or tax obligations.
7. You have the right to access your data, to have them rectified, erased, to have their processing restricted, and the right to data portability, all of which are exercised according to the principles set out in the GDPR.
8. You have the right to object to the processing of your personal data.
9. In the course of the processing of personal data, no solely automated decision-making or profiling, as referred to in Article 22 (1) and (4) of the GDPR, takes place. This means that no decisions will be made solely automatically and that no profiles are created.
10. If you believe that the processing of your personal data violates the law, you have the right to lodge a complaint to the supervisory authority, which in Poland is the President of the Personal Data Protection Office, except that the right to lodge a complaint concerns only the lawfulness of the processing of personal data.
11. The processing of personal data is necessary for the fulfilment of obligations related to ensuring proper representation of the parties to the contract being concluded and for the performance of the contract, which would otherwise be impossible without the processing of personal data. The processing of personal data of individuals representing the contractor enables maintaining contact and staying in business relations, which would otherwise be impossible.