

## GDPR CLAUSE FOR CUSTOMERS' EMPLOYEES AND CO-WORKERS

### 1. Indication of the controller

The controller of personal data is CAPS S.A. with its registered office at ul. Bułgarska 69/73, 60-320 Poznań. The contact with the data controller is possible via e-mail [dp@caps-group.com](mailto:dp@caps-group.com)

### 2. Purpose of processing

- 1) Contract performance.
- 2) Assertion of claims.

### 3. Legal basis

- 1) Processing takes place on the basis of Article 6(1)(b) of the GDPR- processing is necessary for the performance of the activities prior to the conclusion of the contract and for the performance of its provisions.
- 2) Processing takes place on the basis of Article 6(1)(f) of the GDPR - processing is necessary to pursue the legitimate interests of the controller consisting in the protection of the interests of the trader.

### 4. Processing period

The data will be processed accordingly for a period of:

- 1) 5 years from the end of the calendar year - applies to point 1 above.
- 2) 5 years from the end of the calendar year - applies to point 2 above.

### 5. Transfer of personal data

Your personal data is transferred by the Controller only to trusted entities such as companies providing and operating selected IT systems and solutions, postal and courier service providers acting on behalf of the Controller. Personal data will not be transferred outside the EEA or made available to international organisations.

### 6. Your rights

In connection with the processing of personal data by us, you have the right to:

- 1) demand access to your personal data,
- 2) demand the rectification of your personal data,
- 3) demand the deletion or limitation of the processing of your personal data,
- 4) portability of personal data understood as transfer of data to another controller at the request of the data subject, if the processing takes place in IT systems and if the processing takes place on the basis of consent,
- 5) file a complaint with the President of the Office for Personal Data Protection, if you believe that the processing violates the provisions of law.

Providing data is voluntary, although it is necessary for establishing commercial cooperation. Without providing data it is impossible to make inquiries, conclude contracts or perform them. Your data will not be profiled and no automatic decisions will be made on their basis.