

GDPR CLAUSE FOR SENDERS AND RECIPIENTS OF CORRESPONDENCE

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

2. Purpose of processing

- a. Registration of correspondence and replies.
- b. Assertion and protection against claims.

3. Legal basis

- a. Processing is based on Article 6(1)(f) of the GDPR - processing is necessary to meet the legitimate interests of the controller in terms of timely reply to letters, timely execution of payments to suppliers, quality assurance of cooperation with contractors and other interested parties.
- b. 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 protecting the interests of the trader.

4. Processing period

The data shall be processed accordingly for a period of:

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

5. Transfer of personal data

Your personal data will be transferred by the Controller exclusively 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) object to the processing of your data,
- 5) file a complaint with the President of the Office for Personal Data Protection, if you believe that the processing violates the law.

The information you provide is voluntary, although it is necessary to establish a business relationship. The data provided will not be subject to profiling and no automatic decisions will be made on their basis.