

## GDPR CLAUSE FOR CONTRACTORS/SERVICE PROVIDERS

### 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

- a. Contract performance,
- b. Keeping accounting and tax records.
- c. Assertion and protection against claims.

### 3. Legal basis

- a. 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.
- b. Processing takes place on the basis of Article 6(1)(c) of the GDPR - processing is necessary to fulfill the legal obligation imposed on the administrator.
- c. Processing takes place on the basis of Article 6(1)(f) of the GDPR - processing is necessary for the purposes of pursuing 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 time:

- a. 5 years from the end of the calendar year - applies to point 1 above.
- b. Until full settlement - applies to point 2 above.
- c. 5 years from the end of the calendar year - applies to point 3 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:

- a. demand access to your personal data,
- b. demand the rectification of your personal data,
- c. demand the deletion or limitation of the processing of your personal data,
- d. portability of personal data understood as the transfer of data to another controller at the request of the data subject, if the processing is automated and if the processing is based on consent or contract,
- e. file a complaint with the President of the Office for Personal Data Protection, if you believe that the processing violates the provisions of law.

The information you provide is voluntary, although it is necessary for establishing a business relationship. Without providing data it is impossible to make inquiries, conclude contracts or perform them. The data provided will not be subject to profiling and no automatic decisions will be made on their basis.