

Dear All,

Along with 25 May 2018, the existing provisions on the protection of personal data change, as the General Regulation of 27 April 2016 on the protection of personal data (hereinafter "GDPR") becomes applicable. Below you will find information on how your personal data is processed.

Data controller:

The controller of your personal data is TRON Group Spółka z ograniczoną odpowiedzialnością Spółka komandytowa with its registered office in Kielce (25-437), Os. Na Stoku 32/26 (NIP: 6572893551, REGON: 260574490, KRS: 0000587193), whose registration files are kept by the District Court in Kielce, X Commercial Division of the National Court Register.

Obtaining information about the processing of personal data:

In matters related to data protection, you can contact us:

- in a written form by sending inquiries to TRON Group Spółka z ograniczoną odpowiedzialnością Spółka komandytowa at ul. Os. Na Stoku 32/26, 25-437 Kielce,
- by sending inquiries to the e-mail address: rodo@trongroup.pl

Acquisition of data and purpose of their processing:

Purpose of processing	Legal basis	Legitimate purpose, if any
Conclusion and performance of a contract, including contacting the client in connection with its implementation	Art. 6 para. 1 letter b) of the GDPR "processing is necessary for the performance of a contract, to which the data subject is party, or in order to take steps at the request of the data subject prior to entering into a contract"	
Claims related to the concluded contract	Art. 6 para. 1 letter f) of the GDPR "processing is necessary for purposes arising from legitimate interests implemented by the Administrator or by a third party"	Debt collection and conducting court proceedings, and the subsequent enforcement proceedings
Archiving documentation, i.e. contracts and accounting documents	Art. 6 para. 1 letter c) of the GDPR "processing is necessary to fulfil the legal obligation of the controller"	
Carrying out marketing activities of own products and services without using electronic means of communication	Art. 6 para. 1 letter f) of the GDPR "processing is necessary for purposes arising from legitimate interests implemented by the Administrator or by a third party"	Conducting marketing activities promoting the activity

Carrying out marketing activities of own products and services using electronic means of communication	Art. 6 para. 1 letter f) of the GDPR, whereby these activities due to other applicable regulations, especially <i>Telecommunications law</i> and <i>The Act on the provision of electronic services</i> are conducted only on the basis of the consents obtained Art. 6 para. 1 letter c) of the GDPR "processing is necessary to fulfil the legal obligation of the controller"	Conducting marketing activities promoting the activity
Proceeding applications sent using the contact form, other applications, including ensuring accountability	Art. 6 para. 1 letter f) of the GDPR "processing is necessary for purposes arising from legitimate interests implemented by the Administrator or by a third party"	Responding to requests and inquiries using a contact form or in another form, including storing sensitive applications and responses to ensure accountability
Conducting the recruitment process of new employees, trainees and apprentices	Art. 6 para. 1 letter a) of the GDPR "the person to whom data relate has given a separate consent to the disclosure of his/her personal data for one or more specific purposes"	

Personal data recipients:

Recipients of personal data are entities conducting postal or courier activities, banks, in case of need to conduct settlements, state authorities or other entities authorized under the law, to fulfil our obligations (Tax Office, National Labour Inspectorate, Social Security), entities enabling us to perform remote payment operations, entities supporting us in our operations on the basis of contracts concluded, in particular contracts of mandate, provision of services.

How long is your personal data kept:

As Controller, we are required to store documents containing data for periods indicated by law or when it is necessary for the proper functioning of our company and to maintain the principle of accountability.

Periods of personal data processing:

- data related to the provision of services to contractors – until the time limit for claims arising from the contract concluded between the controller and the contractor,
- settlement documents - until the tax liability period expires, unless the tax laws provide otherwise,
- data for marketing purposes – in the case of an obtained consent, until its revocation, while in the case of a legitimate purpose, pending submission of objections.
- data provided to participate in the recruitment process for new employees, trainees, apprentices are processed until consent is revoked.

Right to withdraw consent:

You have the right to withdraw your consent at any time without affecting the legality of the processing which was carried out on the basis of consent before its withdrawal.

Consequences of not providing data when they are a statutory or contractual requirement to conclude a contract:

In a situation where the provision of personal data is a statutory or contractual requirement or a condition for the conclusion of a contract, you are obliged to provide them. The failure to provide the required data results in the

failure to conclude the contract.

Right of access to personal data:

You have the right to request from the controller access to personal data provided, rectification, deletion or limitation of processing of such data or to object to the processing, as well as the right to transfer data.

You have the right to lodge a complaint with a supervisory authority:

You have the right to lodge a complaint with the supervisory body, which is the President of the Office for Personal Data Protection.

Data processing in an automated manner:

Personal data will not be processed in an automated manner (including in the form of profiling) in such a way that as a result of such automated processing, any decisions could be made, other legal effects would be caused or otherwise significantly affect you.

As part of the activities we use cookies in a way that we observe and analyse the traffic on our websites, but as part of these activities we do not process personal data within the meaning of the GDPR.