



## Apator S.A. Information Notice for representatives of the parties, contact persons and persons responsible for the performance of the contract

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (General Data Protection Regulation, hereinafter: the Regulation) Apator S.A. provides the following information:

<b>Data Controller</b>	<b>Apator S.A.</b> ul. Gdańska 4A, unit C4, 87-100 Toruń
<b>Contact details of the Controller</b>	You can contact the Controller: <ul style="list-style-type: none"> <li>• in person</li> <li>• by email: apator@apator.com</li> <li>• by telephone: +48 56 619 11 11</li> <li>• in writing: ul. Gdańska 4A, unit C4, 87-100 Toruń</li> </ul>
<b>Data Protection Officer</b>	A Data Protection Officer has been appointed at Apator S.A., who can be contacted: <ul style="list-style-type: none"> <li>• in writing to the Controller's address,</li> <li>• by email: iod@apator.com</li> </ul> <p>The Data Protection Officer may be contacted regarding all matters relating to the processing of personal data and the exercise of rights under the Regulation.</p>
<b>Categories of data</b>	The Controller processes, in particular, the following categories of your personal data: <ul style="list-style-type: none"> <li>• identification data (e.g. first name, surname, job title),</li> <li>• contact details (e.g. telephone number, email address).</li> </ul>
<b>Source of data</b>	The Controller obtains your data: <ul style="list-style-type: none"> <li>• directly from your employer/principal</li> <li>• publicly available sources (e.g. CEiDG, KRS).</li> </ul>
<b>Purposes of processing and legal basis for processing</b>	The Controller will process your data for the purpose of: <ol style="list-style-type: none"> <li>1) fulfilling the contract and the obligations arising therefrom, concluded by the Controller with your employer/principal (legal basis: Article 6(1)(f) of the Regulation),</li> <li>2) fulfilling the legal obligations incumbent on the Controller in connection with the Controller's business activities and in connection with the performance of the contract, including for the purpose of determining your rights to act on behalf of your employer/principal (legal basis: Article 6(1)(c) of the Regulation),</li> <li>3) to perform activities within the IT system of the Head of the National Revenue Administration, i.e. the National e-Invoice System (issuing and receiving structured invoices) (legal basis: Article 6(1)(c) of the Regulation),</li> <li>4) establishing, pursuing or defending claims (legal basis: Article 6(1)(f) of the Regulation).</li> </ol>
<b>Period for which the data will be stored</b>	Your personal data will be stored: <ol style="list-style-type: none"> <li>1) in relation to the performance of the contract and the obligations arising therefrom – for the duration of the contract,</li> <li>2) for the purposes of establishing and pursuing claims or defending against claims made – until the limitation period for potential claims arising from the contract or on any other basis related to the contract has expired,</li> <li>3) for the purposes of fulfilling the legal obligations incumbent on the Controller and in connection with the processing of a submitted application/conclusion of a contract – for the period during which the law requires the Controller to retain documentation, and to fulfil the obligations arising therefrom towards your employer/principal, in particular: <ul style="list-style-type: none"> <li>• for tax records – for a period of 5 years from the end of the calendar year in which the tax payment deadline expired,</li> <li>• for accounting records – for a period of 5 years from the end of the calendar year in which the transactions, operations and any pending proceedings in this regard were completed, paid off, settled or became time-barred,</li> <li>• personal data (contained in invoices) will also be stored in KSeF for a period of 10 years from the date of issue.</li> </ul> </li> </ol>
<b>Recipients of data</b>	For the purposes indicated above, your personal data may be disclosed by the Controller to entities authorised to receive personal data under the relevant legal provisions, the Head of the National Tax Administration (KSeF), entities providing the Controller with ICT or technical services, legal or advisory services, and other entities processing personal data on behalf of the Controller pursuant to data processing agreements.

<b>Profiling and automated decision-making</b>	Your personal data will not be processed by automated means, including profiling.
<b>Rights of the data subject</b>	<p>In accordance with the Regulation, you have the right to:</p> <ol style="list-style-type: none"> <li>1) obtain confirmation as to whether your data is being processed by the Controller, as well as the right to access your data (Article 15 of the Regulation),</li> <li>2) rectify and complete your data (Article 16 of the Regulation),</li> <li>3) erase your data (Article 17 of the Regulation),</li> <li>4) request the restriction of the processing of your data (Article 18 of the Regulation),</li> <li>5) to have your data transferred (Article 20 of the Regulation).</li> </ol> <p>You have the right to object at any time – on grounds relating to your particular situation – to the processing of your data for the purposes of the Controller’s legitimate interests. In such a case, the Controller may process the data provided that it demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or grounds for the establishment, exercise or defence of legal claims (Article 21(1) of the Regulation).</p> <p>To the extent that the processing of your personal data is based on your consent, you have the right to withdraw it. Withdrawing your consent does not affect the lawfulness of processing carried out on the basis of your consent prior to its withdrawal.</p> <p>You also have the right to lodge a complaint with the President of the Office for Personal Data Protection if you suspect that the processing of your personal data infringes data protection regulations.</p>
<b>Transfer of data to a third country or an international organisation</b>	<p>As a general rule, your personal data will not be transferred outside the European Economic Area (hereinafter “EEA”). However, in view of the services provided by the Controller’s subcontractors in the provision of support for ICT services and IT infrastructure, the Controller may commission recognised subcontractors operating outside the EEA to carry out specific IT activities or tasks, which may result in your data being transferred outside the EEA. Individual countries outside the EEA, within whose territory your personal data will be processed, ensure an adequate level of personal data protection in accordance with EEA standards, as determined by the European Commission. However, in the event of processing within the territory of countries for which the European Commission has not determined an adequate level of personal data protection, the Controller enters into agreements with the recipients of your personal data to ensure an adequate level of such protection. The agreements referred to above are based on standard contractual clauses issued by the European Commission in accordance with Article 46(2)(c) of the GDPR. A copy of the standard contractual clauses referred to above may be obtained from the Controller. The method used by the Controller to secure your data complies with the principles set out in Chapter V of the GDPR. Accordingly, you may request further information about the safeguards applied in this regard, obtain a copy of these safeguards, and information on where they are made available.</p>
<b>The provision of personal data processed by the Controller is voluntary but necessary for taking steps to enter into or perform a contract with your employer/principal.</b>	