

TRANSPARENCY REQUIREMENT

In compliance with the duty to inform set forth under art.13 of European Parliament and EU Council decree 2016-679, dated 27.04.2016 regarding data protection of natural people in relation to processing personal data, the free flow of personal data, and repealing 95/46/WE decree (general data protection regulation), thereafter "RODO". Taking into account your hitherto cooperation with WIRECO Poland sp. z o.o., the fact of gathering, in its course, your personal data, and above all respecting your privacy we would like to assure that you are aware of who and how processes your personal data. Below we present information that will help you understand and clarify circumstances mentioned above.

1. The Administrator of your personal data is WIRECO Poland sp. z o.o., ul. Polna 26/74, 87-800 Włocławek, Poland. Registered in National Court Registry- Registered enterprise under number KRS: 0000390636, number NIP 7010305673, thereafter "Data Administrator". you may contact the Data Administrator with regard to protection of your personal data at the above address, email odo@drumet.pl or call the number: +48 54 412 82 01.
2. The legal basis for processing your personal data is constituted by realization of contract, signed between you and the Data Administrator (thereafter Contract), for issuing and execution of which processing of your personal data is necessary- article 6, sect. 1, letter b RODO, also based on the legally justified interest of the Data Administrator (article 6, sect. 1, letter f, RODO) in form of commercial correspondence, and conducting direct marketing activities.
3. your personal data is processed for the following reasons:
 - Issuing and realization of contract, signed between you and Data Administrator;
 - Conducting commercial correspondence;
 - seeking redress on the grounds of the Civil Code, should it appear;
 - For fiscal purposes (in case of such a need/ circumstance).
4. The Data Administrator processes the following categories of personal data, that apply to you: contact information (first name, surname, email address, telephone, place of business), data that is required for issuing invoices, banking information (bank account number, the name of the bank), information regarding history of cooperation.
5. your personal data will be stored no longer than it is necessary, that is for duration of existing commercial relations between you and the Data Administrator and 3

years after their termination, beginning the day the contract was signed by the Administrator and you or from the last contact with you, whichever ends later.

6. Data Administrator shares your personal data with the following third parties: entities to which the Data Administrator has legal obligation to make processed personal data available, entities processing personal data on behalf of the Data Administrator on contractual basis, including transportation companies, courier companies, IT companies, and also other entities that cooperate with the Data Administrator such as Tax Office, banks.
7. Data Administrator does not intend cross-border processing of your personal data.
8. you have the right to demand from Data Administrator access to your personal data, rectify, delete and/or limit its processing. you also have the right to raise objection against processing of your personal data, to transfer your personal data (i.e. in cases set forth by RODO, you have the right to demand your personal data to be transferred by the Data Administrator directly to another administrator, if technically viable).
9. In relation to processing of your personal data by the Data Administrator, you are entitled to file a complaint to supervisory body, in case you recognize that processing of your personal data violates RODO regulations. As of 25 May 2018 the supervisory body is the President of Personal Data Protection Office.
10. Providing your personal data is voluntary, but necessary for establishing and conducting cooperation between you the Data Administrator, especially for contractual reasons.
11. Data Administrator will not make any automated decisions based on your personal data, including decisions resulting from profiling (i.e. Data Administrator will not process your personal data by automated means, consisting in utilization of your personal data in the decision making processes).