

Obligation to provide information:

In connection with the entry into force of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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), we hereby inform that:

Spiroflex Sp. z o.o.

addr.: ul. Wojska Polskiego 6E

39-300 Mielec

rodo@spiroflex.pl

is the Controller of personal data.

The processing of personal data is carried out for the following purposes:

- ✓ performance of business activity involving the production of comprehensive flue gas exhaust systems and ventilation systems,
- ✓ services of precise cutting with the use of modern laser cutting machines, water jet cutting, sheet metal bending with the use of press brakes and CNC bending machines, welding and powder painting and other services provided by the Controller,
- ✓ conducting of Controller's promotion campaigns,
- ✓ employment - provision of services on the basis of civil law contracts,
- ✓ issue of invoices, bills and performance of financial reporting,
- ✓ keeping of registers required by the provisions of law.

Legal grounds for data processing:

- **consent** - i.e. your freely given consent to data processing - indicated in Article 6(1)(a) of GDPR,
- **contractual requirements** - i.e. necessity to have data in order to perform a concluded cooperation contract - indicated in Article 6(1)(b) of GDPR,
- **legal requirements** - i.e. necessity for the Controller to comply with legal obligations resulting from the provisions of law - indicated in Article 6(1)(c) of GDPR,
- **Controller's justified requirements** - i.e. necessity to pursue legitimate interests - indicated in Article 6(1)(f) of GDPR.

Personal data are stored for the following periods of time:

- **consent** - data will be stored until the consent is withdrawn and after such consent is withdrawn, not longer than for the period of 11 years according to the provisions of law,
- **contractual requirements** - for the period of concluded contract and necessity to pursue the Controller's legitimate interests,
- **legal requirements** - not longer than the necessity for the Controller to comply with legal obligations resulting from the provisions of law.

The processing of data obtained from you by the Controller will be on a voluntary basis. The provision of personal data is a prerequisite for the provision of services.

You have the right to request rectification, erasure, restriction of processing as well as the right to data portability and request their copies as well as the right to lodge a complaint with a supervisory authority (if you believe that the processing of your personal data violates the provisions of law). In order to withdraw your consent, you may contact the office of Spiroflex Sp. z o.o., addr.: ul. Wojska Polskiego 6E, 39-300 Mielec or send an email to rodo@spiroflex.pl

The decision-making as regards processing will not be carried out by automated means. The Controller does not profile any personal data.