

## **Note for contacted persons**

**[Personal Data Controller]** The Controllers of your personal data are jointly the member companies of ES-SYSTEM Capital Group, parties to the agreement on shared data control, hereinafter referred to as the: Joint Controllers. A copy of the agreement referred to above is available at Joint Controllers' websites, in particular at [www.essystem.pl](http://www.essystem.pl) as well as [www.wilkasy.essystem.pl](http://www.wilkasy.essystem.pl) (tab "Personal data"). Member companies of ES-SYSTEM Capital Group determine the purposes and means of processing your personal data.

**[Contact information]** Joint Controllers designated the following contact point for data subjects: Data Protection Officer, ES-SYSTEM sp. z o.o., address: Przemysłowa street No. 2, 30-701 Kraków, email address: [inspektorodo@essystem.pl](mailto:inspektorodo@essystem.pl).

**[Officer]** To ensure compliance with personal data protection principles, a Data Protection Officer was appointed by the Joint Controllers. You may contact the Data Protection Officer at the following email address: [inspektorodo@essystem.pl](mailto:inspektorodo@essystem.pl).

*If a Joint Controller contacted you first, the following applies:*

**[Purpose and legitimate interest]** Your personal data is processed for the following purposes associated with the necessity of professional cooperation and the implementation of business and administrative processes within the scope of the subject of the Joint Controllers' activities:

- a) staying in touch
- b) for the purpose of answering your inquiries,
- c) for the purposes of direct marketing of the Co-Administrators' goods and services (to the necessary extent),
- d) in connection with possible negotiations and concluding contracts with the entity you are representing.

**[Recipients]** The recipients of personal data provided by you are business partners of the Joint Controllers, including suppliers of goods and services necessary for the implementation of the above-mentioned purposes and parties to which the Joint Controllers entrusted the processing of your personal data, including IT service providers, parties with capital or personal relationship with the Joint Controllers as well as legal successors of the Joint Controllers and bodies authorised under law, including state authorities.

**[Data storage period]** Your data will be stored until legitimate interests of the Joint Controllers, being the basis for processing your personal data, are fulfilled or until you object to such processing.

**[Rights]** You have the right to access the content of personal data and the right to rectify them, as well as the right to erase them, restrict the processing of your personal data and the right to object to the processing of your personal data (also to object to the processing of data of direct marketing purposes to the extent, to which such processing is related to such marketing). You also have the right to lodge a complaint to the regulatory body – the President of the Personal Data Protection Office.

**[Automated decision-making]** Personal data processed for legitimate interest by the Joint Controllers will not be used for automated decision-making, including profiling.

Provision of personal information is voluntary, but necessary for effective communication by the Joint Controllers.

**[Legal grounds]** Legal grounds for personal data processing is Art. 6 section 1 letter f) of GDPR.

**[Data categories]** The Joint Controllers process your personal data in the following scope: name, surname, business phone number, business e-mail address, possible additional information on your position or profession and/or information on the economic operator you are employed with (based on a contract of employment or a civil law contract) and the identifier of the used social media and instant messenger (such as Facebook, Messenger, Skype, WhatsApp, etc.).

**[Data source]** If the data that is processed by the Joint Controllers are not made available by you directly, it means that they have been obtained by the Joint Controllers from publicly available sources, such as the Internet or from an economic operator with which the Joint Controllers or one of the Joint Controllers executes an investment project or a construction project (usually it is a contractor to the Joint Controllers or one of the Joint Controllers).

*If you were the first to send an offer inquiry to one of the Joint Controllers, the following applies:*

**[Purpose and legitimate interest]** Your personal data is processed for the purpose of handling an on-going contact and professional cooperation, as you forwarded a request for quotation to one of the Joint Controllers, which may lead to concluding a contract in the future.

**[Recipients]** The recipients of personal data provided by you are business partners of the Joint Controllers, including suppliers of goods and services necessary for the implementation of the above-mentioned purposes and parties to which the Joint Controllers entrusted the processing of your personal data, including IT service providers, parties with capital or personal relationship with the Joint Controllers as well as legal successors of the Joint Controllers and bodies authorised under law, including state authorities.

**[Data storage period]** If your personal data is processed pursuant to Art. 6 section 1 letter f) of GDPR, your data will be stored until legitimate interests of the Joint Controllers, being the basis for processing your personal data, are fulfilled or until you object to such processing. If your personal data are processed pursuant to Art. 6 section 1 letter b) of GDPR, your data will be stored until completion of a contract which shall not rule out their storing on other grounds, necessary for the Joint Controllers.

**[Rights]** You have the right to access the content of personal data and the right to rectify them, as well as the right to erase them, restrict the processing of your personal data and the right to object to the processing of your personal data (if personal data processing is pursued based on Art. 6 section 1 letter f) of GDPR) or the right to data portability ((if personal data processing is pursued based on Art. 6 section 1 letter b) of GDPR). You also have the right to lodge a complaint to the regulatory body - the President of the Personal Data Protection Office.

**[Automated decision-making]** Personal data will not be used for automated decision-making, including profiling. Provision of personal information is voluntary, but necessary in order to take actions at your request, expressed in the form of forwarding a request for quotation or for effective communication by the Joint Controllers on matters relating to the forwarded request for quotation (depending on the legal grounds for processing).

**[Legal grounds]** Legal grounds for personal data processing is Art. 6 section 1 letter b) of GDPR, should you be a sole trader or a partner in a civil partnership forwarding a request for quotation which may lead to concluding a contract with you or Art. 6 section 1 letter f) of GDPR should you forward a request for quotation on behalf of your employer or another economic operator which whom you are bound by a civil law agreement, where such request for quotation may lead to concluding a contract with that economic operator.