

As a responsible and ethical business, we respect the right to protection of the personal data of our employees, clients, and business partners and would like to present the most important personal data protection standards effective in Inline Poland Sp. z o.o.

## **WHO IS THE ADMINISTRATOR OF THE PERSONAL DATA?**

In accordance with art. 13 sections 1 and 2 of the General Data Protection Regulation of 27 April 2016 (GDPR), we hereby inform that the Administrator of personal data is Inline Poland Sp. z o.o. with its registered office at ul. Polnej 40, 62-095 in Murowana Goślina. The Administrator is represented by the Company's Management Board.

Prior to the start of every instance of personal data processing, the Administrator identifies the objective of and legal grounds for said processing and establishes the data retention period. Your personal data is processed as follows:

- for purposes of the agreement between you and the Administrator or activity required for its conclusion (Art. 6 section 1 point b),
- due to legal requirements, which the Administrator must obey (Art. 6 section 1 point c),
- due to the legally legitimate interest of the Administrator (Art. 6 section 1 point f),
- based on your consent (Art. 6 section 1 point a).

In every instance, we do everything in our power to inform you of the personal data processing objective, legal grounds, data retention period, and provide all other information required by GDPR in scope of performance of the information responsibility.

If you have any questions or concerns in association with the protection of your personal data, please contact us by writing to the following e-mail address: [rodo@inline.com.pl](mailto:rodo@inline.com.pl). We will be happy to address them all.

## **FOR CLIENTS**

The personal data of the Client shall be processed for purposes of activities aimed at conclusion and performance of an agreement and the legal grounds for processing of personal data are provided by Art. 6, section 1, point b) of GDPR. The personal data of the Client and the Client's representatives can also be used to ensure communication between the parties, analyse the market, develop strategies and projections, and promote the Company's products or, if necessary, for debt collection purposes based on so-called legitimate interest of the Administrator (Art. 6, section 1 lit. f). The Client's personal data shall also be processed in order to fulfil the legal requirements in the field of accounting. This is the legal foundation for personal data processing resulting from Art. 6 section 1, lit. c) of GDPR, i.e. the processing is required in order to fulfil the legal obligation imposed upon the Administrator.

The personal data shall be processed throughout the duration of the agreement and over the time resulting from the legal requirements imposed upon the Administrator in the field of accounting (Art. 6 section 1, letter c). The personal data of the Client or the Client's representatives may be shared with the providers of ITS systems, consulting companies, auditing companies, business surveyors, transport companies, and legal firms cooperating with the Administrator. Establishment of the agreement and cooperation with the Administrator is conditioned by the Client's provision of personal data.

## **FOR SUPPLIERS**

The personal data of the Supplier shall be processed for purposes of activities aimed at conclusion and performance of an agreement and the legal grounds for processing of personal data are provided by Art. 6 section 1 point b) of GDPR. The personal data of Supplier representatives shall be used to ensure communication between the parties based on so-called legitimate interest of the Administrator (Art. 6 section 1 point f).

The personal data obtained in association with performance of the agreement may also be used to confirm the qualifications and authorisations required of the Supplier's representatives in scope of cooperation with the Administrator by provisions of the law. This is the legal foundation for personal data processing resulting from Art. 6 section 1, lit. c) of GDPR, i.e. the processing is required in order to fulfil the legal obligation imposed upon the Administrator.

The personal data shall be processed throughout the duration of the agreement and over the time resulting from the legal requirements imposed upon the Administrator in the field of accounting. The data confirming held qualifications and authorisations may be processed by the Administrator for the time of one year following performance of the service. The personal data of the Supplier or the Supplier's representatives may be shared with the providers of ICT systems, consulting companies, auditing companies, business surveyors, transport companies, and legal firms cooperating with the Administrator. Establishment of the agreement and cooperation with the Administrator is conditioned by the Supplier's provision of personal data.

## **YOUR RIGHTS**

Both Suppliers and Clients are authorised to access, correct, remove, restrict processing of, transfer, and object to the processing of their personal data. You are also authorised to file a complaint to the appropriate authority supervising personal data protection if you believe that the processing of your personal data infringes upon the provisions of the General Data Protection Regulation of 27 April 2016.

**This material covers the main objectives of our processing of your personal data. If you should have any questions concerning personal data protection, please contact the Administrator!**