



## **INFORMATION CLAUSE** **concerning the processing of personal data by "ENERGO-BIOMASA" sp. z o.o.**

In the light of the information obligations of the administrator that processes personal data to the person who has the data, resulting from the provisions of the European Parliament Regulation and Council (EU) 2016/679 of 27 April 2016 *on the protection of natural persons in a relationship with the processing of personal data and on the free flow of such data and the repeal of Directive 95/46 / EC (general regulation on personal data protection) ("Regulation")*, we inform you about your rights and for what purpose we process your personal data.

The administrator of your personal data is "ENERGO-BIOMASA" Sp. z o.o. based in Suliszewo 97, 78-500 Drawsko Pomorskie, KRS 0000675773, REGON: 367150590, NIP: 2530341477, share capital in the amount of PLN 2,500,000.00 ("Administrator" or "ENERGO-BIOMASS"). Energo-Biomasa sp. z o.o. does not appoint the Information Security Administrator.

The administrator can be contacted in writing, by traditional mail to the address given above or to the email address: [sekretariat@energo-biomasa.pl](mailto:sekretariat@energo-biomasa.pl)

In order to conduct the activity of ENERGO-BIOMAS, it collects and uses information identifying natural persons ("personal data").

In this information clause ENERGO-BIOMASA informs you about all forms of the use of personal data ("processing") in relation to natural persons who are:

- 1) clients, including potential clients,
- 2) suppliers of goods or services to ENERGO-BIOMASA, subcontractors and other contractors, including potential suppliers, subcontractors and other contractors, ENERGO-BIOMASA,
- 3) partners, employees, associates, statutory representatives, proxies or representatives of such clients, as well as suppliers, subcontractors and other contractors,
- 4) other people whose data we process for the purpose of issuing or processing invoices as part of cooperation with clients, suppliers, subcontractors and other contractors ("State" or "Customers / Suppliers").

ENERGO-BIOMASA is the Administrator of your personal data collected in the process of acquiring Clients / Suppliers and the implementation of contracts concluded with Clients / Suppliers, which means that it determines the purposes for which this personal data is used and methods their processing.

Personal data are processed by ENERGO-BIOMAS when the (legal basis for processing) is necessary for:

- 1) performance of the contract to which the data subject is a party,
- 2) or to take action at the request of the data subject before concluding the contract (Article 6 (1) (b) of the Regulation);
- 3) 2) fulfillment of the legal obligation incumbent on the Administrator (Article 6 (1) letter c) of the Regulation);
- 4) purposes resulting from legally justified interests carried out by the Administrator (Article 6 paragraph 1 letter f) of the Regulation).

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Energo-Biomasa sp. z o.o., Suliszewo 97, 78-500 Drawsko Pomorskie

Wysokość kapitału zakładowego: 2.500.000,00 zł

Sąd Rejonowy w Koszalinie IX Wydział Gospodarczy Krajowego Rejestru Sadowego, numer KRS 0000675773, NIP 2530341477, REGON 367150590





Your personal data will be used for the execution of contracts with you, as well as for complaints and possible redress. Your personal data will also be used to send commercial offers (so-called direct marketing) and to contact persons representing / acting on behalf of the customer / supplier.

In the case of concluding a contract between you and ENERGO-BIOMAS, providing personal data to the above persons is voluntary, but necessary for the purpose of concluding a contract and handling the cooperation between the customer / supplier and ENERGO-BIOMAS. The consequence of not providing personal data is the inability of ENERGO-BIOMAS to perform the above activities (for example, failure to provide personal data may result in the invoice being unavailable).

Your personal data may be transferred to other administrators processing personal data on their own, leading, among others, postal or courier and paying activity (banks, payment institutions), cooperating with the Administrator while handling administrative, legal, tax, advisory, commercial matters, etc., maintaining servers and providing hosting, IT and other similar services to the Administrator.

Your personal data will be stored by ENERGO-BIOMAS for the period of:

- 1) in which legal provisions require us to store personal data (eg for accounting or tax purposes);
- 2) performance of obligations resulting from trade agreements, including expiration of the period of limitation of claims arising from these agreements;
- 3) implementation of the legitimate interests of the Administrator (for example, pursuing claims by the Administrator, direct marketing by the Administrator, as well as contacting the Customer / Supplier with the Administrator, if it is necessary to conclude or execute contracts with customers / suppliers).

As the Administrator of your personal data, we ensure that in connection with the processing Your personal data gives you the right to:

- 1) request the Administrator to access your personal data, including obtaining a copy of the data,
- 2) require the Administrator to correct your personal data that is incorrect, incomplete, including by providing an additional statement,
- 3) require the Administrator to delete data (only in specific situations, eg when they are not necessary for the purposes for which they were collected or otherwise processed, or were processed unlawfully),
- 4) require the Administrator to limit the processing of your personal data (eg when processing is illegal and the person whose data is opposed deletion of data, or when the administrator no longer needs personal data for the purpose of processing, and at the same time they are needed by that person to assert or defend claims),
- 5) request from the Administrator to transfer your personal data (in case of when the processing of your personal data is necessary for the Administrator to perform the contract to which you are a party and if such processing takes place in an automated manner), including sending such data to another administrator, if technically possible,

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- 6) object to the processing of your personal data by the Administrator (in the case of processing personal data within the legitimate interest pursued by the Administrator, e.g. in the case of processing for direct marketing purposes),
- 7) submitting a complaint to the supervisory body (the President of the Office for the Protection of Personal Data).

The rights indicated above can be used by e-mail at the address: sekretariat@energo-biomasa.pl or via traditional mail to the address of ul. Starogrodzka 33, 78-500 Drawsko Pomorskie.

Your personal data is processed electronically and manually, according to methods and procedures related to the processing purposes referred to above, and the Administrator makes every effort to ensure all physical and technical means and organizational protection of your personal data against accidental or deliberate destruction, accidental loss, alteration, unauthorized disclosure, use or access in accordance with all applicable regulations.

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