

INFORMATION REGARDING THE SUBJECT OF PERSONAL DATA PROTECTION

The Administrator of your personal data is Invenio sp. z o.o. with its registered office at ul. Fabryczna 2, entered in the Register of Companies of the National Court Register under the following number: 0000128797 (hereinafter also referred to as the "Administrator"). At the same time, the indicated address is the Administrator's address for contact. Contact is possible via e-mail at the following address: office@invenio.pl.

The purpose of processing of your personal data obtained by the Administrator, depending on circumstances in which your data have been obtained, is as follows:

- I. in the case of the Administrator's counterparties or persons acting for such a counterparty – performance of agreements concluded with entities that you represent or agreements concluded directly with you, including the exercise of rights and the fulfilment of obligations resulting from these agreements;
- II. in the case of other service providers/suppliers or persons acting on their behalf than the Administrator's counterparties – coordination of the performed service for or delivery to the Administrator;
- III. in the case of persons providing their data to the Administrator in order to establish possible cooperation or other relationships – establishment of potential economic cooperation or other relationships or the possibility of possible conclusion of an agreement in the future;
- IV. in the case of representatives of public authorities, government administration and local government administration, law enforcement authorities, courts, inspectorates or other control institutions – cooperation with respect to the exercise of rights and the fulfilment of obligations imposed on the Administrator by the generally applicable regulations;
- V. in the case of persons not mentioned above who send in inquiries or seek a different form of contact with the Administrator – establishment of the subject of the inquiry or need for contact;
- VI. in the case of persons registered using CCTV equipment – ensuring safety and protection of the Administrator's property.

In any case, your personal data are processed in order to protect the Administrator against possible claims or possible obligations which can result from the generally applicable regulations.

The legal basis of processing of your personal data are regulations relating to the relationship between you and the Administrator or between the entity you represent and the Administrator. Your personal data are processed pursuant to:

- 1) with regard to persons referred to in items I and II above – article 6(1)(b) of the Regulation (EU) 2016/679 of the European Parliament and of the Council dated 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), hereinafter referred to as the "GDPR" (as necessary to implement an agreement or in order to take action at your request before conclusion of an agreement) as well as article 6(1)(f) of the GDPR (as processing necessary for the purpose resulting from legitimate interest of the Administrator being the ongoing operation of a business activity);
- 2) with regard to persons referred to in items III and V above – article 6(1)(a) of the GDPR (as the expressed consent – by taking action on your initiative only – to the processing of personal data) as well as article 6(1)(f) of the GDPR (as processing necessary for the purpose resulting from a legitimate interest of the Administrator being the ongoing operation of a business activity);
- 3) with regard to persons referred to in item IV above – article 6(1)(c) of the GDPR in conjunction with the provisions of legal acts authorising you to act on behalf of the entity you represent and obliging the Administrator to cooperate with the entities you represent (as processing necessary to satisfy the legal obligation incumbent on the Administrator);

4) with regard to persons referred to in item VI above – article 6(1)(f) of the GDPR (as processing necessary for the purpose resulting from a legitimate interest of the Administrator being the safety and protection of property of the Administrator).

At the same time, what underlies the processing of your personal data, regardless of the circumstances of obtaining them by the Administrator or the category of persons you belong to, is the necessity for the purpose resulting from a legitimate interest of the Administrator being the protection against possible claims or obligations (which can be imposed) resulting from the generally applicable provisions of law (article 6(1)(f) of the GDPR).

Your personal data can be provided – to the extent necessary for a given purpose – to the following entities: customers of Invenio sp. z o.o., entities providing services for Invenio sp. z o.o., including human resources and accounting services, legal services, IT services, occupational medicine services, occupational health and safety services, suppliers, public or local government administration authorities, law enforcement authorities, courts, authorities and institutions controlling Invenio sp. z o.o.

Your personal data shall be stored for the necessary period given the relationships between you and the Administrator, and the periods listed below are the maximum periods. In any case, personal data from CCTV shall be stored for a period of 3 months unless they are evidence in legal proceedings or the Administrator arrives at the conclusion that they can constitute evidence in such proceedings – then the period of storage of your personal data from CCTV may be extended until the binding conclusion of such proceedings. In any case (except for data recorded using CCTV), for the purposes of protection against possible claims or obligations (which can be imposed) resulting from the generally applicable provisions of law, the Administrator can store your data for a period of 11 years where this period shall be calculated as follows:

- 1) in the case of persons referred to in item I above – from the time of expiry or conclusion of performance of agreements with entities you represent;
- 2) in the case of persons referred to in item II above – from the time of conclusion of performance of a service for or completion of a delivery to the Administrator;
- 3) in the case of persons referred to in items III and V above – from the time the data are provided unless there is another basis for processing, giving rise to grounds for indicating a different starting date for the calculation of the storage period;
- 4) in the case of persons referred to in item IV above – from the time of conclusion of activities unless further proceedings of civil, administrative or penal nature are conducted as their result, including court proceedings – then the period shall start at the time of service of final/binding resolution in the case.

Under the applicable regulations, **you shall have the right to:**

- 1) request from the Administrator access to the personal data concerning yourself;
- 2) correct the said data;
- 3) delete them;
- 4) restrict the processing of the personal data concerning yourself;
- 5) raise an objection to the processing of data; and
- 6) transfer the data – on terms, within the scope and in situations referred to in articles 15–22 of the GDPR.

In a situation where you have expressed your consent to the processing of personal data, you shall have the right to **revoke this consent** at any time whereby revocation of the consent shall not affect

the lawfulness of the processing which was carried out on the basis of the consent before its revocation. In a situation where you believe that the processing of your personal data takes place in violation of the provisions of the GDPR or other legal acts, **you shall have the right to lodge a complaint** to the competent supervisory authority. The competent authority in the Republic of Poland with regard to matters related to personal data is the Inspector General for the Protection of Personal Data (Office of the Inspector General for the Protection of Personal Data, ul. Stawki 2, 00-193 Warszawa).

Providing your personal data is compulsory to the extent to which the relevant provisions impose such an obligation on you or give the Administrator the right to request that they be provided. In all other respects, providing your personal data is voluntary. In the event when you do not provide your personal data, the potential consequences may include inability to exercise the rights or fulfil the obligations resulting from the concluded agreements, inability to establish relationships or provide the requested information or response to an inquiry. If you act as a representative of another entity, an indirect consequence of failure on your part to provide your personal data can be the fact of taking the appropriate official measures against you by this entity.

Your personal data shall not be used for processing for the sole purpose of automated decision-making with respect to yourself, including profiling.