

## **INFORMATION CLAUSE REGARDING PROCESSING OF PERSONAL DATA**

The administrator of your personal data is Verbicom Sp. z o.o., with its registered office in Poznań, postal code 61-348, ul. Skarbka 36, Poznań (hereinafter referred to as: "Personal Data Controller"). Starting from 25/05/2018, it will be possible to contact Personal Data Controller in matters related to personal data protection on the following address: 61-348 Poznań, ul. Skarbka 36, e-mail address: [info@verbicom.pl](mailto:info@verbicom.pl)

The Personal Data Controller shall process personal data according to the rules and requirements set out in Article 6 subpara. 1, points (a), (b), (c) and (f) of the 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, hereinafter: 'GDPR') for the following purposes:

1) performance of the concluded contract, 2) fulfilling legal obligation to which the Personal Data Controller is subject; 3) implementation of the legitimate interest of the he Personal Data Controller, including pursuing or securing of claims; 4) conducting technical quality analysis of the services and equipment provided; 5) providing the client with information about proposed changes or amendments to the Agreement, including Terms and Conditions, Regulations and Price List, change of its name (business name), address or registered office, confirmation of receipt and/or acceptance of the complaint as well as providing a reply to such complain to the indicated by the client e-mail address, 6) on the basis of separate consent for marketing of own products or services, including personalized communication based on the client's profile; direct marketing referred to above may be implemented by means of electronic communication, telecommunications terminal equipment, and automatic calling systems 7) on the basis of a separate consent for marketing products or services of entities affiliated and cooperating with the Personal Data Controller.

The periods during which personal data will be stored shall be as follows: 1) personal data processed in order to conclude or perform the contract and fulfill the Personal Data Controller's legal obligation will be kept for the duration of the contract, and after its expiry for the period necessary for: a) customer service (e.g. handling complaints b) securing or pursuing possible claims under the concluded agreements, c) fulfilling the Personal Data Controller's legal obligation (e.g. resulting from tax or accounting regulations); 2) personal data processed for marketing purposes of the Personal Data Controller's own products or services, or products or services of related and cooperating entities, will be processed until the data subject raises an objection; or until withdrawal of such consent 3) personal data processed on the basis of a separate consent will be stored until its withdrawal.

Please be advised that the rights of the data subject are as follows: 1) the right to access your personal data, 2) the right to rectify such data if the data processed is incorrect or incomplete 3) the right to request deletion of the data 4) the right to demand the restriction of data processing 5) the right to transfer data, i.e. the right to receive personal data provided to the Personal Data Controller and to transfer it to another personal data controller; 6) the right to object to the processing of data 7) the right to file a complaint to the relevant Polish supervisory authority or supervisory authority of another European Union member state competent for the place of habitual residence or work of the data subject or authority territorially competent with respect to the place of alleged violation of GDPR 8) the right to

withdraw consent at any time (without affecting the legality of the data processing, which was made on the basis of such consent prior to its withdrawal) 9) the right to request intervention from the Personal Data Controller, express their own position and challenge the decision based on automated data processing. The rights mentioned in points 1) -6) and points 8) -9) above can be exercised by the data subject, among others, by sending communication to the address, e-mail address provided at the beginning of this clause, or the address of the Personal Data Controller's office with annotation: 'Personal data protection'.

Categories of recipients of personal data (entities processing personal data on behalf of the Personal Data Controller) are as follows: partners (e.g. agents, representatives), companies providing legal assistance, companies providing accounting and human resources services, telecommunication services providers, banks, postal operators, carriers, companies printing correspondence or handling correspondence received from clients, economic information bureaus, data and documents archiving companies, companies conducting customer opinion surveys, partners providing technical services (e.g. developing and maintaining IT systems and websites).