

**INFORMATION CLAUSE**  
**for representatives and employees of contractors or potential contractors**

*Pursuant to Article 13 (1) and (2) of 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) (OJEU.L.2016.119.1) - hereinafter GDPR - we wish to inform you that:*

1. The controller of your personal data is OPTOPOL Technology Sp. z o.o. with its registered office in Zawiercie, address: ul. Żabia 42, 42-400 Zawiercie, KRS (National Court Register number) : 0000195272, NIP (taxpayer identification number): 649-19-87-762 (hereinafter referred to as the "Data Controller"). Contact details of the Data Controller: [info@optopol.com.pl](mailto:info@optopol.com.pl), tel.: +48 32 67 07 400.
2. In matters concerning the protection of your personal data, you may contact us at the following e-mail address: [info@optopol.com.pl](mailto:info@optopol.com.pl).
3. We will process your personal data for the purpose of:
4. Personal data of contact persons, representing or employed by the contractor will be processed in order to build relations within the framework of cooperation, to exercise the rights and obligations connected with activities prior to the conclusion of the contract and resulting from the performance of the contract, to fulfil the obligations associated with taxes and social security contributions, to comply with public procurement regulations and data archiving obligations under Article 6 (1) (c) and Article 6 (1) (f) of the GDPR, i.e. processing is necessary for the purposes of the legitimate interests pursued by the Data Controller or for defence against claims or for pursuing claims.
5. We received your data from you or from the entity you represent or in which you are employed. As a general rule, we process the following data about you: your name, your position/function, possibly your business e-mail address or business telephone number, and the data identifying the entity on whose behalf you are acting. In the case of members of bodies, we may also process the PESEL (national identification number) and, in the case of proxies, other data included in the power of attorney provided to us.
6. The Data Controller makes your data available to the following categories of recipients:
  - entities processing your personal data on the basis of concluded sub-processing agreements, including third-party operators of IT systems, providers of document archiving services,
  - controllers of personal data authorised by law and other controllers who process personal data on their own behalf: including law firms, banks (payment of invoices), courier and postal services and contractors, as part of the Data Controller's operational activities (investors, subcontractors).
7. The provided personal data will not be subject to automated processing (profiling). The Data Controller does not transfer personal data outside the European Economic Area.
8. Your personal data will be processed for the time necessary for the conclusion and subsequent performance of the contract. After termination of the contract, your data will continue to be processed for a period of 5 years from the end of the calendar year in which the cooperation ended due to the requirements of accounting and tax regulations. In the event of non-compliance with contractual obligations, personal data will be processed for the time necessary for pursuing claims, but no longer than the limitation period for claims arising from the generally applicable provisions of law.
9. The provision and/or processing of personal data may be a statutory requirement. Failure to provide data can make it impossible to establish or continue cooperation or to conclude the contract.
10. Data subjects have the right of access their data and the right to rectify and erase their data, as well as the right to restrict processing, the right to data portability, the right to object, the right to withdraw consent at any time without affecting the lawfulness of the processing based on consent before its withdrawal.
11. You have the right to submit a complaint to the President of the Personal Data Protection Office if you believe that the personal data concerning you are processed in violation of the GDPR.