

**Basic information on the protection of personal data of clients and contractors of  
LABORELL SP. Z O. O. SP.K.**

<b>Controller</b>	LABORELL SP. Z O. O. SP.K. Wola Batorska 908, 32-007 Zabierzów Bocheński
<b>The purposes of the processing for which the personal data are intended</b>	<ul style="list-style-type: none"><li>● Conclusion and performance of the contract</li><li>● Compliance with a legal obligation to which the Controller is subject</li><li>● Enforcement of claims</li><li>● Direct marketing</li><li>● Verification of payment credibility (solvency)</li><li>● Preparing of analyses, statistics and specifications</li><li>● Processing a complaint</li></ul>
<b>Legal basis of processing</b>	Legal obligation Contract Consent Legitimate interests pursued by the Controller
<b>Recipients</b>	Processors processing personal data on behalf of a Controller
<b>Rights regarding personal data processing</b>	<ul style="list-style-type: none"><li>● right to withdraw consent at any time</li><li>● right to request access and rectification or erasure of personal data or restriction of processing concerning the data subject or right to object to processing as well as the right to data portability</li><li>● other rights indicated in the detailed information</li></ul>

**Detailed information on the protection of personal data of clients and contractors of  
LABORELL SP. Z O. O. SP.K.**

**1. Controller**

Controller of your personal data will be LABORELL SP. Z O. O. SP.K., Wola Batorska 908, 32-007 Zabierzów Bocheński (hereinafter referred to as: we). You may contact us as follows:

- via registered mail : Wola Batorska 908, 32-007 Zabierzów Bocheński
- via e-mail: [biuro@laborell.pl](mailto:biuro@laborell.pl)
- by phone: +48 735 477 833

**2. The purposes of the processing for which the personal data are intended, the legal basis for the processing and the period for which the personal data will be stored**

We will be processing your data for the purposes, under the legal basis and for the period as follows:

- conclusion and performance of the contract, including warranty of the quality (e.g. through warranty activities) - for the duration of the contract and its settlements after its completion (Article 6 paragraph 1 point b GDPR);
- compliance with a legal obligation to which the Controller is subject to, particularly covering issuance and storage of the issued invoices and accounting documents – within the period of performance of the legal obligation (Article 6 paragraph 1 point c

GDPR) or within the period in which special provisions provide obligation to store data e.g. tax documentation or within the period in which we may suffer legal consequences due to the failure to perform of the legal obligation e.g. receive a financial penalty from the authorities, which is in connection with our legitimate interests (Article 6 paragraph 1 point f GDPR);

- processing a complaint in accordance with the contract – which covers among others the sale of our claims from the contract to another entity - for the period after which the claims arising from the contract are time-barred, which is related to our legitimate interests (Article 6 paragraph 1 point f GDPR);
- direct marketing - for the duration of the contract, which is related to our legitimate interests (Article 6 paragraph 1 point f GDPR);
- verification of payment credibility (solvency) – for the period necessary to perform such verification when concluding, extending or extending the scope of this or another contract and for dealing with related complaints, which is connected with the performance of the contract (Article 6 paragraph 1 point b GDPR);
- to contact you as part of sending an inquiry through available forms or by e-mail, by post or by phone - for the period necessary to provide an appropriate answer, which is connected with giving your consent, which is provided voluntarily, by showing your will to allow us to process personal data and has the form of a clear confirmation action in the form of sending or direct data transfer, in particular contact details (Article 6 paragraph 1 point a GDPR).

### **3. Recipients**

We will transfer your data to:

- other entities processing data at the request of the Controller, such as external advisors, IT service providers, entities processing data for enforcement of claims, entities archiving or deleting data, where such entities process data on the basis of an agreement with the Controller and only in accordance with the Controller's instructions;
- entities operating on the basis of legal provisions. In any case, providing or entrusting data to such entities, the Controller ensures that it is carried out in accordance with the law;
- other controllers, such as: entities conducting postal or courier activities, entities conducting payment activity, business information offices.

### **4. Transfer of personal data to a third country or international organisation**

We do not forward your data outside of the European Economic Area.

### **5. Rights regarding personal data processing**

You have the following rights associated with the processing of personal data :

- a. right to withdraw consent at any time;
- b. right to request an access to personal data and their copy;
- c. right to request a rectification of personal data;
- d. right to request an erasure of personal data – when in your opinion there are no basis to process your data by the Controller;
- e. right to request for restriction of processing concerning the data subject – you may ask us to restrict processing your data to just to operations covering storage and performance of actions agreed with you, if in your opinion we have incorrect data about you or we process them unjustifiably; or you do not want us to remove them,

because you need them to establish, investigate or defend claims; or for the time you objected to the processing of data;

- f. right to object to processing personal data under your for your particular situation, which in your view justifies cessation of the processing - in cases where we process your data based on our legitimate interest. We will stop processing your data for this purpose, unless we demonstrate that the basis for processing your data is superior to your rights or that your data is necessary to us to determine, assert or defend claims;
- g. right to data portability i.e. the right to receive your personal data from us in a structured, commonly used, machine-readable IT format. You can send this data to another data controller or request that we send your data to another controller. However, we will do this only if such is technically possible. You have the right to transfer personal data only as to the data which we process on the basis of an agreement with you or on the basis of your consent.

Due to exercise the rights please contact us - contact details in point 1 above. In order to ensure that a person authorized to submit an application contacts us, we may ask for additional information enabling us to successfully authenticate and identify.

#### **Right to withdraw consent**

To the extent that your data is processed on the basis of consent - you have the right to withdraw consent to the processing of data at any time. Withdrawal of consent does not affect the lawfulness of the processing which has been made on the basis of your consent prior to its withdrawal. You can withdraw your consent by sending a statement of withdrawal of consent to our address or to our email address - contact details in point 1 above.

#### **Right to lodge a complaint with a supervisory authority**

You also have the right to lodge a complaint with a supervisory body that deals with the protection of personal data, i.e. the President of the Office for the Protection of Personal Data.

#### **6. Information about the requirement/voluntary data submission**

Providing data:

- is necessary for the conclusion and performance of the contract;
- is necessary in order to answer the query.