

## **Information clause concerning contractors SkandProjekt S.C. and their employees**

1. Dear Contractor, The administrators of your personal data are Aleksandra Stemborska and Magdalena Tybura running the company "SkandProjekt S.C." in the form of a civil partnership, hereinafter referred to as: "**Administrator**".
2. You can contact with the Administrator by the following means:
  - a. by writing to the following address: ul. Do Studzienki 26, 80-227 GDAŃSK, Poland or by submitting a letter directly during office hours
  - b. by phone at 58 346 05 83
  - c. by email at skandprojekt@skandprojekt.pl
3. In our company, we decided not to designate a Data Protection Officer.
4. Your data is processed for the following purposes:
  - a. performance of a contract or provision of services under mutual obligations connecting the Administrator with you or your employer, managing the provision of these services, handling settlements and payments related to these services, pursuant to art. 6 par. 1 lit. b-c of the GDPR regulation ("Regulation"),
  - b. consideration of complaints and applications, pursuant to article. 6(1) b, c and f of the Regulation,
  - c. implementation by the Administrator of activities resulting from generally applicable provisions of law, pursuant to article 6(1) c of the Regulation,
  - d. establishing and pursuing claims by the Administrator in connection with the conducted activity, pursuant to article 6(1) f of the Regulation
5. Your personal data is processed only to the extent related to the implementation of the above objectives. Because the Administrator uses the services and solutions of external suppliers and subcontractors in its activity, it may transfer ordinary personal data to other entities falling into the following categories:
  - accounting and auditing companies,
  - law offices,
  - companies providing IT services (including servers),
  - insurance companies,
  - as well as other companies with which the Administrator entered into contracts for entrusting the processing of personal data.
6. Your data may also be transferred to authorized entities under the law regulations.
7. The administrator has decided that he does not intend to transfer your data to a third country or to international organizations located outside the European Economic Area (which includes the European Union, Norway, Liechtenstein and Iceland). If this decision is changed, the transfer will be made only on the terms and to the extent allowed by law.

8. Your data will be kept for the duration of all contracts, as well as for the period during which any mutual claims may arise and in the event of their occurrence - until the completion of all actions related to those claims.
9. In order to ensure the continuity and efficiency of our contacts, data are deleted after the occurrence of the situations listed in point 7 within 12 months with full calendar year (grace period) unless you express opposition to this grace period.
10. You have the right to demand from the Administrator access to your data, rectification, update, transfer, deletion (right to be forgotten) as well as you have the right to limit the processing of data.
11. If the use of your data by us is not necessary for the performance of the contract, the fulfillment of the legal obligation or does not constitute our legitimate interest, we may ask for your consent for certain uses of your data. You can withdraw your consent at any time, but this will not affect the lawful use of the data until you withdraw your consent.
12. In connection with the processing of your personal data by the Administrator, you have the right to lodge a complaint to the supervisory body.
13. Providing us with your personal data is voluntary, but necessary in order to achieve the objectives listed in point 4.
14. Based on your personal data, the Administrator will not take automated decisions with you, including decisions resulting from profiling<sup>1</sup>.

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<sup>1</sup> Profiling means any form of automated processing of personal data, which involves the use of personal data to assess some of the person's personal factors, in particular to analyze or forecast aspects of the work of that individual, its economic situation, health, personal preferences, interests, credibility, behavior, location or movement