

## **Information clause for individual customers of MaxCon S.C.**

1. Dear Customer, The administrators of your personal data are Dariusz Kokociński and Krzysztof Michalski in the form of a civil partnership, hereinafter referred to as: **"Administrator"**.
2. You can contact with the Administrator by the following means:
  - by writing to the following address: ul. Zbyszka z Bogdańca 1, 80-419 Gdańsk, Poland or by submitting a letter directly during office hours
  - by phone at +48 (58) 344 04 15
  - by email at maxcon@maxcon.pl
3. In our company, we decided not to designate a Data Protection Officer.
4. Your data is processed for the following purposes:
  - a) sale and delivery of goods pursuant to article 6(1) b of GDPR Regulation ("**Regulation**"),
  - b) conclusion of a contract pursuant to article 6(1) b of the Regulation,
  - c) execution of a contract or provision of services, management of the provision of such services, handling settlements and payments related to these services, pursuant to article 6(1) b-c of the Regulation,
  - d) consideration of complaints and applications, pursuant to article 6(1) b-c and f of the Regulation
  - e) execution of activities resulting from generally applicable provisions of law, pursuant to article 6(1) c of the Regulation,
  - f) marketing, including promotion of products or services offered by the Administrator, pursuant to article 6(1) f of the Regulation,
  - g) 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 and/or for the period prescribed by applicable law..
9. 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.
10. 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.
11. In connection with the processing of your personal data by the Administrator, you have the right to lodge a complaint to the supervisory body.
12. Providing us with your personal data is voluntary, but necessary in order to achieve the objectives listed in point 4.
13. 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