

Ladies and Gentlemen,

We kindly inform you that Almus Sp. Z o.o. ul. Poniatowskiego 50, 32-090 Słomniki processes data on the basis of the European Parliament and Council's Regulation No. 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data, free movement of personal data and repealing of the Directive 95/46/WE (hereinafter called: **General Regulation** or **GRDP**), have the character of personal data.

In view of the foregoing, in accordance with the Art. 13 item 1 and 2, and Art. 14 item 1 and 2 GRDP, we inform you that:

1) The administrator of your data is Almus Sp. Z o.o. ul. Poniatowskiego 50, 32-090 Słomniki **You can contact the company via e-mail: almus@almus.pl via traditional post at the address: ul. Poniatowskiego 50, 32-090 Słomniki or in person, in the Company's seat.**

2) We process your personal data because it is necessary for the performance of the agreement which we concluded or we are planning to conclude at your request.

Additionally, the legal regulations require us to process data for tax and accounting purposes.

Your data will also be processed on the basis of a legitimate interest, which is:

- ensuring safety of people and property within our area processed with monitoring;
- debt collection; court, arbitration and mediation proceedings;
- conducting statistical analyses;
- storage of data for archive purposes and ensuring accountability (proving of our obligation fulfillment resulting from legal regulations).

3) The recipients of your personal data will be:

- our employees authorised by the Company;
- companies with which we concluded agreements for outsourcing of personal data processing which support us in the provision of services to you;
- other recipients, such as: insurers, couriers, banks;

4) Your personal data will not be shared outside the European Economic Area;

5) Your personal data will be stored through the entire time of the duration of the agreement concluded with you and also after its expiration for the following purposes:

- to pursue claims in accordance with the agreement performance,
- to fulfill obligations resulting from legal regulations, especially including tax and accounting ones,
- statistical and archival,

6) You have the right to access your data, correct it, delete it, limit the processing, you also have the right to transfer the data, to object, to withdraw the permission if the processing was performed on its basis (Art. 6 item 1(a)) or Art. 9 item 2 (a));

7) You have the right to bring a complaint to a supervisory entity if you believe that the processing of your personal data violates the general regulations on the protection of personal data of 27 April 2016.;

8) The provision of personal data by you is a condition to execute this request. You are obliged to provide the data and the failure to do so will result with the lack of possibility to conclude the agreement;

9) Your data will not be processed by automatic means (including the profile form).