

INFORMATION CLAUSE

Pursuant to the **Article 13 (1-2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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, GDPR)**, we would like to inform you that:

1. The Administrator of your personal data is Vivenge Sp. z o.o. with a registered office in Siedlce (08- 110), ul. Sokołowska 159 (hereinafter referred to as the "Administrator").

2. We process your personal data:

- for the purposes necessary to conclude or perform a contract concluded with your employer / principal, under which you perform representative or coordinating functions, which is the legitimate interest of the Administrator, while the legal basis for their processing is the Article 6 (1) (f) of the GDPR,
- for the purposes necessary to fulfill the legal obligations incumbent on the Administrator, in particular those resulting from tax law and accounting regulations, and the legal basis for their processing is the Article 6 (1) (c) of the GDPR.

3. We process your personal data in the scope of name, surname, telephone number, e-mail address.

4. We may transfer your personal data to the following entities:

- a) service providers for the Administrator, in particular IT, legal and factoring services, obliged to comply with the provisions on the protection of personal data,
- b) the Administrator's employees in connection with their official duties,
- c) other entities or state authorities, if the obligation to provide personal data results from legal provisions.

5. You have the right to obtain, on the basis of a written request, a copy of the data transferred to third countries and information on the data protection measures applied.

6. If processing is necessary to fulfill the legal obligation incumbent on the Administrator, your personal data will be processed for the period resulting from generally applicable provisions of law, in particular the provisions of tax law and accounting regulations.

If processing is necessary for the purposes of the legitimate interests pursued by the Administrator or by a third party, your personal data will be processed for a period no longer than it is necessary for the purposes for which the data are processed or until you object to the processing your personal data, subject to the Administrator or a third party having legally valid grounds for processing, superior to your interests, rights and freedoms or grounds for establishing, investigating or defending claims.

7. You have the right to gain access to data, request rectification, deletion or limitation of processing, object to processing and data transfer.

8. In case of doubts related to the processing of personal data, you can ask the Administrator for information at any time.

9. You have the right to lodge a complaint with the supervisory body - the President of the Personal Data Protection Office.

10. You can send any suggestions, questions and requests related to the processing of personal data by mail or e-mail to the Administrator's addresses provided in point 1.

11. Your data will not be processed in the activity of automated decision making, including profiling.

12. The source of obtaining information about your data is the entity referred to in point 2 above, i.e., the employer or principal with whom you cooperate in concluding or performing the contract concluded with the Administrator.