

## INFORMATION CLAUSE

Pursuant to the **Article 13 (1-2) of the 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 in order to implement the contract between us, while the legal basis for their processing is the Article 6 (1) (b) of the GDPR and the Article 6 (1) (c) of the GDPR in connection with the performance of obligations under the Accounting Act of September 29 1994.
3. We process your personal data in the field of name, surname, telephone number, address of residence, officially registered address, business activity, e-mail addresses, tax identification number (NIP) and National Business Registry Number (REGON), identity card number, business name.
4. We may transfer your personal data to the following entities:
  - a) service providers for the Administrator, in particular IT, legal and factoring services who are 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. Your data may be transferred to the United States of America in connection with the provision of IT services to the Administrator on the basis of a decision of the European Commission stating an adequate level of data protection, in accordance with the Article 45 (1) of the GDPR and to other countries, if required by the purpose of processing.
6. Your personal data will be stored for a period of 5 years from the beginning of the year following the financial year in which the contract expired or was terminated, pursuant to the Accounting Act of September 29 1994.
7. 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 applied data protection measures.
8. You have the right to gain access to data, request rectification, deletion or limitation of processing, object to processing and data transfer.
9. In case of doubts related to the processing of personal data, you can ask the Administrator for information at any time. 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.