

INFORMATION CLAUSE

Pursuant to **Art. 13 sec. 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 Gręzówka-Kolonia (21-400), ul. Przemysłowa 7 (hereinafter referred to as the "Administrator").

2. We process your personal data in order to provide commercial information about the services and products we offer, which is our legitimate interest, and the legal basis for their processing is the Article 6 (1) (f) of the GDPR. If you have provided us with your personal data and have consented to their processing for the above purpose, an additional legal basis for their processing is the Article 6 (1) (a) of the GDPR.

3. We process your personal data in the field of name, surname, telephone number, e-mail address, tax identification number, business name and business address.

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

- a) suppliers of services to the Administrator, in particular IT or legal service providers who are obliged to comply with the provisions on the protection of personal data,
- b) 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 personal data will be stored until you object to their processing or until you request their removal.

6. On the basis of a written request, you have the right to obtain a copy of the data transferred to third countries and information on the data security measures applied.

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

9. Any suggestions, questions and requests related to the processing of personal data can be sent by mail or e-mail to the Administrator's addresses provided in point 1.

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

11. We have obtained your data directly from you or from the entity that obtained the data from you with the right to disclose them to us.