

In connection with the implementation of the requirements 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 regulation on data protection "GDPR"), we inform you about the rules for the processing of your personal data and about your rights related to this.

#### INFORMATION CLAUSE

in the case of obtaining data in a manner other than from the data subject

According to art. 14 of the General Regulation on the Protection of Personal Data of April 27, 2016, I inform that:

1. The administrator of your personal data is Bysewo Kolor Sp. z o.o. with headquarters at ul. St. Trinity Wojciecha 373, 80-007 Gdańsk.
2. In the matter of personal data, you can contact the data administrator at the following address: Bysewo Kolor Sp. z o. o. ul. St. Trinity Wojciecha 373, 80-007 Gdańsk to the e-mail address: [ado@bysewo.pl](mailto:ado@bysewo.pl)
3. The Administrator processes the following categories of your personal data: name, surname, correspondence address, e-mail address, telephone number, fax number, numbers: NIP, REGON, KRS.
4. Your personal data is processed for the following purposes:
  - a) direct marketing,
  - b) performance of concluded contracts,
  - c) performance of binding legal obligations (in particular: issuing and storing invoices / sales documents and other accounting documents, considering complaints),
  - d) determination, defense and redress,
  - e) verification of payment credibility,
  - f) in other cases, your personal data shall be processed only on the basis of previously granted consent to the extent and purpose specified in the content of the consent - art. 6 section 1 point a) GDPR.
5. The basis for the processing of your personal data are:
  - a) within the scope of the purpose indicated in point 4.a) - legitimate interest consisting in conducting business activity and expanding the market for the offered goods - art. 6 paragraph 1 point f) of the GDPR,
  - b) within the scope of the purpose specified in point 4.b) - performance of a contract to which the data subject is a party, or taking action at the request of the data subject prior to concluding the contract - art. 6 clause 1 point b) GDPR,
  - c) within the scope set out in point 4.c) - fulfilling the legal obligation incumbent on the company - art. 6 clause 1 point c) GDPR,
  - d) within the scope of the purpose set out in point 4.d) - a legitimate interest pursued, consisting in conducting business activity and expanding the market for the offered goods, art. 6 clause 1 point f) GDPR,
  - e) within the scope of the purpose specified in point 4.e). - legitimate interest pursued, consisting in conducting business activity and expanding the market for the offered goods art. 6 clause 1 point f)

GDPR.

6. Your personal data will be stored for the period necessary to perform the administrator's tasks and fulfill the archiving obligation, which result from legal provisions, including accounting regulations. In the case of claims, your personal data will be processed until they expire due to the Civil Code. After the abovementioned your data will be deleted or anonymized.

7. The recipients of your personal data may be entities cooperating with the Administrator of data on the basis of contracts concluded by the Administrator, in accordance with applicable law in the field of personal data protection: postal companies, courier / transport companies, companies providing IT support for the administrator, trade partners Administrator, companies providing consulting services, debt collection companies and public entities.

8. You have the right to access your data and rectify it, delete it, limit processing, the right to transfer data, the right to object to processing, the right to withdraw consent at any time without affecting the lawfulness of the processing that has been carried out on the basis of consent before its withdrawal to the email address: [ado@bysewo.pl](mailto:ado@bysewo.pl).

9. Providing your personal data is voluntary, but necessary for the performance of the contract. You are obliged to provide them and the consequence of not providing personal data will be the inability to conclude or perform the contract.

10. You have the right to lodge a complaint with the supervisory body (the President of the Office for Personal Data Protection).

11. Your data will not be subject to automated decision making (profiling).

12. The source of your personal data are: administrator's trading partners, the Internet (in particular: the Central Register and Information on Economic Activity database, the search engine of the National Court Register, websites on which your personal data has been placed).

## INFORMATION CLAUSE

in the case of obtaining data from the data subject

According to art. 13 of the General Regulation on the Protection of Personal Data of April 27, 2016, I inform that:

1. The administrator of your personal data is Bysewo Kolor Sp. z o.o. with headquarters at ul. St. Trinity Wojciecha 373, 80-007 Gdańsk.
2. In the matter of personal data, you can contact the data administrator at the following address: Bysewo Kolor Sp. z o. o. ul. St. Trinity Wojciecha 373, 80-007 Gdańsk to the e-mail address: [ado@bysewo.pl](mailto:ado@bysewo.pl)
3. Your personal data is processed for the following purposes:
  - a) direct marketing,
  - b) performance of concluded contracts,
  - c) performance of binding legal obligations (in particular: issuing and storing invoices / sales documents and other accounting documents, considering complaints),
  - d) determination, defense and redress,
  - e) verification of payment credibility,
  - f) in other cases, your personal data shall be processed only on the basis of previously granted consent to the extent and purpose specified in the content of the consent - art. 6 section 1 point a) GDPR.
4. The basis for the processing of your personal data are:
  - a) within the scope of the purpose indicated in point 3.a) - legitimate interest consisting in conducting business activity and expanding the market for the offered goods - art. 6 paragraph 1 point f) of the GDPR,
  - b) within the scope of the purpose specified in point 3.b) - performance of a contract to which the data subject is a party, or taking action at the request of the data subject prior to entering into a contract - art. 6 clause 1 point b) GDPR,
  - c) within the scope set out in point 3.c) - fulfilling the legal obligation incumbent on the company - art. 6 clause 1 point c) GDPR,
  - d) within the scope of the purpose set out in point 3.d) - legitimate interest, consisting in conducting business activity and expanding the market for the offered goods, art. 6 clause 1 point f) GDPR,
  - e) within the scope of the purpose indicated in point 3.e) - legitimate interest, consisting in conducting business activity and expanding the market for the offered goods, art. 6 clause 1 point f) GDPR.
5. Your personal data will be stored for the period necessary to perform the administrator's tasks and fulfill the archiving obligation, which result from legal provisions, including accounting regulations. In the case of claims, your personal data will be processed until they expire due to the Civil Code. After the abovementioned your data will be deleted or anonymized.
6. The recipients of your personal data may be entities cooperating with the Data Administrator on the basis of contracts concluded by the Administrator, in accordance with applicable law in the field of personal data protection, e.g. postal companies, courier / transport companies, companies providing IT support for the administrator, partners commercial administrator, consulting services companies, debt collection companies, accounting companies and public entities.
7. You have the right to access your data and rectify it, delete it, limit processing, the right to transfer

data, the right to object to processing, the right to withdraw consent at any time without affecting the lawfulness of the processing that has been carried out on the basis of consent before its withdrawal to the email address: [ado@bysewo.pl](mailto:ado@bysewo.pl).

8. Providing your personal data is voluntary, but necessary for the performance of the contract. You are obliged to provide them and the consequence of not providing personal data will be the inability to conclude or perform the contract.

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

10. Your data will not be subject to automated decision making (profiling).

## INFORMATION CLAUSE - Video Monitoring

1. The administrator of personal data obtained from the monitoring system is Bysewo Kolor Sp. z o. o. with registered office at ul. St. Trinity Wojciecha 373, 80-007 Gdańsk.
2. In the matter of personal data, you can contact the data administrator at the following address: Bysewo Kolor Sp. z o. o. ul. St. Trinity Wojciecha 373, 80-007 Gdańsk to the e-mail address: ado@bysewo.pl.
3. The legal basis for the processing of your personal data is Art. 6 para. 1 letter f) GDPR and art. 222 and art. 223 of the Act of June 26, 1974 - Labor Code, where the legitimate interest is the security of persons, property and the good name of the personal data administrator.
4. Monitoring covers the headquarters building together with its surroundings, which includes: the building at the St. Wojciecha 373 with parking, staircase, corridor, sales room, warehouses, part of external pavements and streets adjacent to the property.
5. Video monitoring is used to protect property and ensure the safety of people staying in the monitored area and to keep secret information whose disclosure could expose the Administrator to harm.
6. Monitoring records will be kept by the administrator for a period of 7 days. Only image (without sound) is subject to the registration and recording of data on a medium.
7. Providing your personal data is voluntary, however, failure to do so will prevent you from entering / entering the area and / or the facilities covered by monitoring.
8. The recipients of your personal data are: \* our employees authorized to process data due to the type of official duties entrusted to them, \* external entities to whom we have commissioned services related to the processing of personal data, in particular entities providing video monitoring and security services physical of our facilities / terrain (such entities process data in accordance with our scope and in accordance with our instructions), \* other entities to which we are authorized or obliged to provide data on the basis of legal provisions.
9. You have the right to access your data and limit their processing - within the limits set by law.
10. A person registered by the monitoring system has the right to lodge a complaint with the supervisory authority.
11. Your personal data will not be subject to automated decision making, including profiling.

Information clause for persons participating in recruitment:

1. The administrator of your personal data is Bysewo Kolor Sp.zo.o. with headquarters at ul. St. Trinity Wojciecha 373, 80-007 Gdańsk, e-mail: ado@bysewo.pl.
2. Your data will be processed for the purpose of conducting the current recruitment process - the legal basis for data processing in this case is Art. 6 clause 1 lit. c) GDPR - provisions of the Labor Code and art. 6 clause 1 lit. f) GDPR - the legitimate interest of the company, which is the need to ensure an appropriate level of employment of employees. If you consent to the processing of your personal data for the purposes of future recruitments, these data will be processed on the basis of voluntary consent - art. 6 clause 1 lit. a) GDPR.
3. Your personal data will not be disclosed to other entities.
4. Bysewo Kolor Sp.zo.o. will keep your data for recruitment purposes until the current recruitment process is completed. If you consent to the processing of personal data for the purposes of conducting recruitment processes in the future, the company will process your personal data until you withdraw your consent or until the end of the calendar year following the year in which you expressed Your consent to such processing, depending on which of these events occurs first.
5. You have the right to access your data and rectify it, delete it, limit processing, the right to transfer data, the right to object to processing, the right to withdraw consent at any time without affecting the lawfulness of processing.
6. You have the right to lodge a complaint with the supervisory authority
7. In the matter of personal data, you can contact the data administrator at the following address: Bysewo Kolor Sp.zo.o. with headquarters at ul. St. Trinity Wojciecha 373, 80-007 Gdańsk to the e-mail address: ado@bysewo.pl
8. Providing the data is voluntary but is necessary for participation in the recruitment process.
9. Personal data will not be processed in an automated manner.

Consent Clause:

If you are interested in participating in future recruitment processes conducted by Bysewo Kolor Sp.zo.o., please include in the content of your application a consent clause for processing your personal data for these purposes in the future, e.g. with the content: "I consent to the processing by Bysewo Kolor Sp.zo.o. my personal data provided in this application for recruitment purposes, also in the future acknowledging that the consent may be revoked at any time. "