



**Information on personal data processing
for persons contacting TORPOL S.A. who are not business partners/potential business
partners to the company, or its representatives/employees**

[Data controller]

The controller of the data is TORPOL S.A. (the Company) with its registered office at ul. św. Michała 43, 61-119 in Poznań

[Data Protection Officer]

In matters relating to your data, please contact the Data Protection Officer, : iod@torpol.pl

[Objectives and duration of personal data processing]

The controller processes contact information concerning the senders and addressees of the e-mail correspondence, included in the content of this correspondence, in order to:

- 1) enable e-mail contact with the controller and to establish contact with addressees;
- 2) receive letters, notifications and requests in electronic form;
- 3) protect against claims and to assert possible claims.

We retain correspondence for one year, unless the messages contain content relevant to claim assertion or the defence against claims, in which case we will keep selected messages for up to 10 years, i.e. until the expiry of the limitation period for claims under the Civil Code.

[Data Recipients]

The data will be made available to the entity providing the Company with IT systems administration services.

[Legal basis for processing personal data]

The legal basis for the processing of data contained in email correspondence is:

- 1) The legitimate interest of the controller - in relation to incidental correspondence, involving the possibility of electronic contact with the controller (Article 6 (1)(f) of GDPR);
- 2) The legitimate interest of the controller to assert or defend against claims, in accordance with generally applicable legal provisions, in particular with the Civil Code (Article 6(1)(f) and Article 9(2)(f) of the GDPR);
- 3) The voluntary consent by means of a clear confirmatory action (Article 6(1)(a) of the GDPR).

[Rights of personal data holders]

You have the right of access to your data and the right to rectification, erasure, restriction of processing, the right to data portability, the right to object, the right to withdraw consent at any time without affecting the legality of the processing carried out on the basis of consent prior to revocation.

[President of the Office for Personal Data Protection]

You have the right to lodge a complaint to the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the applicable data protection regulations.

[Provision of data]

The provision of Personal Data necessary to make contact and respond to the enquiry is required in order to receive and service the enquiry, whereas failure in providing this data will result in the inability of providing any. The person in contact may also provide other data in order to facilitate the contact or the handling of the enquiry. The provision of other data is voluntary.