



INFORMATION CLAUSE FOR SELF-EMPLOYED INDIVIDUALS

In accordance with Article 13(1) of the General Data Protection Regulation of 27 April 2016 (GDPR), I inform you that:

1. Torpol S.A. is the controller of your personal data.
2. Personal data of business partners will be processed by the administrator for the following objectives:
 - 1) Execution of the agreement - to the extent necessary to execute the agreement (Article 6 (1)(b) of GDPR) - for the period of cooperation;
 - 2) Performing settlements of the agreement between the parties, including execution of payments - to the extent necessary to perform the agreement (Article 6(1)(b) of GDPR) - until full settlement;
 - 3) Fulfilment of accounting obligations - in order to fulfil the obligations under the Accounting Act (Article 6(1)(c) of GDPR) - for 5 years from the end of the year in which the event occurred;
 - 4) Fulfilment of tax obligations - in order to fulfil obligations arising from tax regulations, in particular the Tax Ordinance Act, the Corporate Income Tax Act, the Goods and Services Tax Act (Article 6(1)(c) of GDPR) - for 5 years from the end of the tax year;
 - 5) Assertion claims or defending against claims - in order to pursue the administrator's legitimate interest consisting in asserting one's pecuniary or non-pecuniary rights or protecting against claims against the administrator, in accordance with general provisions, in particular the Civil Code (Article 6(1)(f) of GDPR) - for 3 years from the end of cooperation.
3. The controller will only transfer personal data to trusted recipients such as IT service providers, postal and courier services, law firms.
4. As we process your personal data, you have the right to:
 - 1) request access to your personal data,
 - 2) request the rectification of your personal data,
 - 3) request the removal or restriction of the processing of your personal data,
 - 4) object to the processing of your data,
 - 5) lodge a complaint to the supervisory authority (President of the Office for Personal Data Protection).
5. The Controller has appointed a Personal Data Inspector, who can be contacted in matters related to your data by directing correspondence to the following e-mail address: iod@torpol.pl