



INFORMATION CLAUSE FOR REPRESENTATIVES OF BUSINESS PARTNERS OF TORPOL S.A.

In accordance with Article 13(1) of the General Data Protection Regulation of 27 April 2016 (GDPR), please be informed that

1. TORPOL S.A. is the controller of your personal data.
2. The data processed by the Controller includes: name, position/function, company, company telephone number, company e-mail address, authorisations and qualifications.
3. This data has been provided to us by your employer or principal.
4. The objective of the processing is:

OBJECTIVES OF PROCESSING	LEGAL BASIS	RETENTION
1) performance of a contract concluded between the Controller and the entity you represent	Processing is necessary for the purposes of the legitimate interests of the controller (Article 6(1)(f) of the GDPR) - consisting of the purchase and sale of goods and services	during the period of cooperation
2) Carrying out the settlements of accounts for the performance of the contract between the parties, including payment	the processing is necessary for purposes deriving from the legitimate interests of the controller (Article 6(1)(f) of the GDPR) - to maintain financial liquidity	until full settlement
3) Fulfilment of tax obligations	the processing is necessary for compliance with a legal obligation (Article 6(1)(c) of the GDPR) in connection with Article 74 of the Accounting Act and others concerning taxes	during 5 years from the end of the tax year
4) redress and defence against claims	processing is necessary for purposes deriving from the legitimate interests of the controller (Article 6(1)(f) of the GDPR) - defence of the interests of the entrepreneur	6 years after termination of cooperation

5. The controller will only transfer personal data to trusted recipients such as IT service providers, postal and courier services, law firms.



6. 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).
7. 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