

## Information on the processing of personal data for the customer or the contracting party

In accordance with our obligations under the General Data Protection Regulation (EU 2016/679), commonly referred to as the RODO (or GDPR), we inform you that we process your personal data. You will find information on this processing further hereinafter.

### 1. Personal data controller

The Controller of your personal data is Brenntag Polska sp. z o.o. with registered office in Kędzierzyn-Koźle (hereinafter referred to as the Controller).

You can contact us:

- a) by letter to the address: J. Bema 21, 47-224 Kędzierzyn-Koźle;
- b) by e-mail: [biuro@brenntag.pl](mailto:biuro@brenntag.pl);
- c) by telephonenumber: + 48 77 47 21 500.

We have appointed a person to coordinate the protection of personal data, who you can contact in all matters concerning the processing of personal data and the exercise of your rights related to the fact that we process your data. You can contact our employee:

- d) by e-mail: [bodo@brenntag.pl](mailto:bodo@brenntag.pl);
- e) by telephone: + 48 22 5447856.

### 2. Source of personal data

We have received your personal data directly from you or from a representative of the entity (company you represent or for which you work) with whom we negotiate or conclude a contract.

### 3. Purposes of processing and legal basis of processing

Your personal data will be processed for the following purposes:

- a) analysis of the offer,
- b) the conclusion and performance of the contract,
- c) the possible enforcement of contractual claims.

The legal basis for processing your personal data is:

- 1) the fact that the processing is necessary for the conclusion and performance of the contract (as provided in Article 6(1)(b) of the RODO), in particular through conduct of discussions, correspondence or any other kind of contact using your personal data;
- 2) the fact that the processing is necessary for compliance with a legal obligation to which the Controller is subject as provided in Article 6(1)(c) of the GDPR - with regard to the processing for the purpose of fulfilling tax obligations and those resulting from the prevention of money laundering and terrorist financing and others,

3) our legitimate interest (as provided in Article 6(1)(f) of the GDPR) in the processing of data for the purpose of proceedings to enforce contractual claims, including a legal need to secure subsequent demonstration of facts or performance of obligations, as well as for the conduct of operational activities by the Controller, including statistics and reporting.

The legitimate interest of the Controller shall be to ensure the business activity can be carried out by enabling the conclusion and performance of contracts with other business entities, including the possibility of pursuing or defending against claims arising from the existing contracts.

#### **4. Categories of personal data**

The categories of your personal data that we process are your identification data: name and surname as well as your contact details, such as your e-mail address, contact telephone number and mailing address. We will also process the data of your employer or other entity that is represented by you. In addition to the identification data, we will then process the name of your employer or other entity, your position, your business telephone number and your e-mail address.

In justified cases, we may also process your ID (eg. PESEL) number, number and series of your identity card or other identification document, or the type of driving licence, unless legal regulations provide the need to process a wider range of data.

#### **5. The period of personal data storage**

We will process your personal data until the end of the contract and the statute of limitations for claims arising therefrom and the expiration of tax liabilities. In the event that proceedings are initiated for the recovery of claims in connection with a contract as well as for the enforcement of claims, we will retain your data until these proceedings are finally concluded.

#### **6. Recipients of personal data**

In the Controller organization, only authorized persons will have access to your data. Your data may be disclosed to other entities of the Brenntag group, service providers who have been entrusted by contract with the processing of personal data for the purposes of services provided to the Controller, recipients entitled to receive personal data on the basis of the law, service providers providing the Controller with technical or organisational solutions enabling the performance of related services (e.g. courier, postal companies), legal and advisory service providers (law firms, tax offices, banking and insurance institutions) exclusively to the extent necessary for the purposes resulting from legally justified interests pursued by the Controller.

#### **7. Your rights**

You have the following rights related to the processing of personal data:

- 1) the right to access your data and to receive a copy;
- 2) the right to request the rectification of your personal data;
- 3) the right to request your data be deleted (as long as this request is not excluded due to the purpose of the processing as defined in article 17 paragraph 3 of the GDPR);
- 4) the right to request a restriction of the processing of your personal data. This means that if, for example, in your opinion, the data we hold is incorrect or we process your data without a legal basis or you do not want us to delete it because you need it to establish, assert or defend your claims or for the duration of your objection to the processing, you can demand that we restrict the processing of your personal data only to the storage of your data or the execution of actions agreed with you;
- 5) the right to transfer your data, i.e. the right to receive your personal data from us in a structured, commonly used machine-readable format. You may then send this data to

another controller or request that we send it. However, we will only fulfil your request if such transmission is technically possible;

6) the right to object on grounds relating to your particular situation;

7) the right to lodge a complaint with the President of the Data Protection Office.

You can read more about the rights of the data subject on the website:

<https://www.brenntag.com/pl-pl/brenntag-polska/polityka-ochrony-prywatno-ci.jsp>

To exercise the rights described in points 1-6, contact us or the person indicated in point 1.

You can lodge a complaint with the President of the Office for Personal Data Protection using the information provided at <https://www.uodo.gov.pl/pl/p/kontakt>.

## **8. Information on the requirement or voluntariness of data provision**

You are not statutory obliged to provide the data but is necessary for the conclusion and performance of the contract. Failure to provide certain data may prevent the conclusion or performance of the contract.

## **9. Transfer of data outside the European Economic Area**

As a rule, your personal data will not be transferred outside the European Economic Area (hereinafter: EEA). However, given the subject of a specific contract, your data may be transferred for the purpose of its proper performance (e.g. announcement of the receipt of goods, identification of the recipient) or to meet legal requirements, e.g. in the system for monitoring the transport of goods. The individual countries outside the EEA where your personal data will be processed, as decided by the European Commission, ensure an adequate level of personal data protection in line with EEA standards. In the case of the processing of data in the territory of countries for which the European Commission has not established an adequate level of protection of personal data (in accordance with EEA standards), in order to ensure an adequate level of such protection, the controller will conclude agreements with the recipients of your personal data. The agreements referred to above will then either be based on standard contractual clauses issued by the European Commission in accordance with Article 46(2)(c) of the GDPR or will introduce appropriate and appropriate safeguards.

## **10. Automated decision making, including profiling**

We will not use your data for automated decision making, including profiling both in the process of concluding and executing contracts, as well as in the investigation or defence against claims.

Document version: 1.2