

Pursuant to Article 13 paragraph 1 and paragraph 2 of GDPR (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC), we hereby announce the following:

1. The Controller of your personal data is HARTIKA Spółka z ograniczoną odpowiedzialnością with its registered address in Szczuczyn, ul. Przemysłowa 9, 19-230 Szczuczyn ("Controller").
2. Your personal data shall be processed for the purpose of performing the Controller's obligations associated with contacting you, drafting quotes for the purchase of the Controller's goods and services and to provide you with information within this scope and also to draw up, conclude and execute goods supply agreements.
3. Your personal data shall be processed pursuant to:
  - the consent given by you for the processing of personal data in order to contact you and draft a quote for the purchase of the Controller's goods and services and to provide you with information within this scope (GDPR Article 6 paragraph 1a),
  - the Controller's obligation within the scope of the regulations as in force at present associated with financial settlements and to satisfy tax obligations (GDPR Article 6 paragraph 1c),
  - legitimate interests pursued by the Controller - for archive purposes (evidential) and where processing is necessary for the establishment, exercise or defence of legal claims constituting the exercise of our legitimate interest and securing information in the event of a legal necessity to demonstrate facts (GDPR Article 6 paragraph 1f).
4. Your personal data may be disclosed to: our partners, which constitute companies which we cooperate with in order to perform obligations associated with the supply of goods, i.e.: entities providing accounting and bookkeeping services as well as entities performing delivery or assembly services for our benefit, etc. Our contractors (processors) may also have access to your data. These include entities performing obligations arising from implied warranties, accounting, legal, IT and internet hosting firms.
5. Your data shall be stored for a period of 12 months, and if an agreement for the supply of goods is concluded, the data shall be stored for a period throughout which claims associated with the said agreement may be brought, but no longer than a year after expiry of the statute of limitations for claims, wherein the additional year is prescribed in the event of claims brought at the last minute. If an agreement is not concluded within 12 months of your consent, then your personal data in question shall be erased. Your personal data which have been provided to us pursuant to a consent shall also be erased in the event of an objection to the processing thereof.
6. You have the right to demand access to your personal data, to demand their rectification, erasure and restriction of their processing and data portability, you have the right to object to the processing of your personal data and to withdraw the consent with respect to the processing of data pursuant to a given consent.
7. You have the right to submit a complaint to a personal data protection supervisory authority - the President of the Data Protection Office (PUODO).
8. The provision of your personal data is voluntary, however necessary for the Controller to satisfy legal obligations. Failure to provide personal data shall prevent the execution of an agreement. If processing takes place pursuant to a consent – then the provision of such data is voluntary.
9. Your personal data shall not be used as basis for automated decision making, including profiling.

**Consent for obtaining contact details from natural persons – in conjunction with the need to draft a quote – submitted by customers at our offices or given on-line.**

1. I hereby declare that I have read and understood the information clause available on the website of Hartika Sp. z o.o. with its registered address in Szczuczyn.

2. I consent to the processing of my personal data by the Controller - HARTIKA Sp. z o. o. with its registered address in Łyski - to facilitate contact with me and to provide me with commercial information.
3. The above consent has been given voluntarily pursuant to Article 4(11) of GDPR. I declare that I have read and understood the information clause. The above consent has been given voluntarily pursuant to Article 4(11) of GDPR. Prior to expressing consent I had been informed of my rights: the right to request access to and rectification or erasure of personal data or restriction of processing or to object to processing as well as the right to data portability, the right to withdraw the processing consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal, the right to lodge a complaint with a supervisory authority, and I have also been provided with the contact details of the Controller of personal data, informed about the data storage period and of who the data recipients are.

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[date and signature]