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INFORMATION ON THE PROCESSING OF PERSONAL DATA OF SUPPLIERS, REPRESENTATIVES, CONSULTANTS AND CONTACT PERSONS REPRESENTING SUPPLIERS

**IN ACCORDANCE WITH ART. 13 AND 14 OF REGULATION (EU) 2016/679 ON
THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING
OF PERSONAL DATA AND ON THE FREE MOVEMENT OF SUCH DATA AND
REPEALING DIRECTIVE 95/46/EC (GDPR)**

1. IDENTITY OF THE DATA CONTROLLER

The data controller is Polcolorit S.A., with its registered office in Piechowice, ul. Jeleniogórska 7, 58-573 Piechowice, Poland ("**Data Controller**" or "**Polcolorit**").

In order to exercise your rights or obtain information concerning them or concerning the processing of your personal data, please contact the Data Controller via the contact details: privacy@polcolorit.pl.

2. WHAT PERSONAL DATA WE PROCESS AND WHERE WE OBTAIN IT FROM

For the purposes set out in this information on the processing of personal data, the Data Controller will process personal data which it has received directly from you or personal data which it has received from third parties (e.g. your employer). These data may include "ordinary" and contact data (such as your name, surname, telephone number, email address and other contacts), and your financial data (IBAN number).

3. PURPOSE AND LEGAL BASIS FOR PROCESSING

The Data Controller will process your personal data for the following purposes:

- a) purposes related to the establishment and implementation of contractual relations with Polcolorit, including pre-contractual activities, contract management, award of appropriate appointments and mandates, management of contract communication and product updates; the legal basis for this purpose is the necessity of processing data for the performance of the contract to which you are a party, in accordance with Article 6(1)(b) of the GDPR, or if you are an employee/contact person on the supplier's side - the necessity of processing for purposes arising from legitimate interests pursued by the Data Controller pursuant to Article 6(1)(f) of the GDPR arising from the need to communicate with the supplier through you;
- b) administrative and accounting purposes or purposes of compliance with legal regulations, regulations and instructions of the authorities; the legal basis for this purpose is the necessity of processing to fulfil the legal obligation imposed on the Data Controller pursuant to Article 6(1)(c) of the GDPR;
- c) purposes of establishing, investigating or defending against claims; in this case, the legal basis for processing data is the necessity of processing data for the performance of a contract to which you are a party in accordance with Article 6(1)(b) of the GDPR.

Providing data is a condition for concluding a contract, and not providing data can be an obstacle to establishing a contractual relationship with Polcolorit.

4. PERIODS OF PROCESSING PERSONAL DATA

The period of storage of your personal data:



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Polcolorit S.A. ul. Jeleniogórska 7 58-573 Piechowice NIPPL: 611-17-15-343 REGON: 230376371

Spółka zarejestrowana w Krajowym Rejestrze Sądowym prowadzonym przez Sąd Rejonowy dla Wrocławia – Fabrycznej we Wrocławiu IX Wydział Gospodarczy Krajowego Rejestru Sądowego pod numerem KRS 0000209059.

Kapitał zakładowy: 26.343.186 PLN w tym wpłacony: 26.343.186 PLN.

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- for the purposes set out in point 3(a) above - the entire period of the contractual relationship and until the expiry of potential claims relating to the contractual relationship;
- for the purposes set out in point 3(b) above - in regards to processing for administrative and accounting purposes - for 5 years from the beginning of the year following the financial year to which the document relates;
- for the purposes set out in point 3(c) above - the duration of the dispute and until the expiry of potential claims arising from or related to the dispute.

In compliance with the provisions of the GDPR, data will be processed by paper, IT and telematic means, by procedures which guarantee an appropriate level of security and confidentiality, in accordance with the provisions of Article 32 of the GDPR.

5. RECIPIENTS OF YOUR PERSONAL DATA AND ENTITIES TO WHICH THE DATA ARE TRANSFERRED

In connection with the implementation of the purposes described in point 3 above, the personal data processed will be made known to employees, contract workers and associates working as authorised users of Polcolorit data.

In addition, in connection with the implementation of the purposes described in point 3 above, your personal data may be processed by third parties, for example, belonging in particular to the following categories:

- banks, government authorities, welfare institutions;
- external entities and companies that provide various services to the Data Controller, such as IT system management services, accounting services, services related to the shipment of goods or correspondence, etc;
- other companies belonging together with Polcolorit to one group of companies or affiliated with Polcolorit or its parent company Mowhawk Industries.

The entities listed in the above categories may in some cases act as processors at the request of the Data Controller in accordance with Article 28 of the GDPR, and in other cases as totally independent and separate Data Controllers, in which case your personal data will be disclosed to those independent Data Controller solely for the purposes referred to in the point 3 above.

A complete current list of entities to which your personal data may be disclosed can be obtained from the Data Controller using the contact details referred to in point 1 of information on data processing.

Your personal data will only be made available to the entities indicated above and only for the purposes mentioned in point 3 of this information on data processing.

6. TRANSFER OF PERSONAL DATA TO ENTITIES OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA) AND TO INTERNATIONAL ORGANISATIONS

For technical and organisational purposes, your data may be transferred to non-EEA countries. The transfer of your data is in accordance with law and takes place in accordance with decisions confirming the appropriate level of protection issued by the European Commission or on the basis of standard data protection clauses, the content of which has been determined by the European Commission in accordance with Article 46 of the GDR.

You can also request additional information on the transfer of data outside the EEA and obtain a copy of adopted protection measures by sending a detailed request to the Data Controller at the email address privacy@polcolorit.pl.

7. YOUR RIGHTS AS DATA SUBJECT

With regard to the data processing described in this information on the processing



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of data, you may, as a data subject, under the conditions laid down by the GDPR, exercise the rights provided for in Articles 15 to 21 of the GDPR, in particular:

- **Right of access** - Article 15 of the GDPR: the right to obtain confirmation of whether your personal data are processed and, if so, the right to access your personal data - including copies - and to receive, inter alia, the following information:
 - the purposes of the processing;
 - categories of personal data processed;
 - recipients or categories of recipients to whom they have been or will be disclosed
 - data storage period or the criteria used
 - the rights of the data subject (the right to rectify, delete personal data, processing restrictions and the right to object to processing);
 - right to lodge a complaint with the supervisory authority
 - the right to receive information about the source of personal data if it has not been collected from the data subject;
 - information on automated decision-making, including profiling as well as relevant information on the principles of decision-making and the expected consequences of such decision-making for the data subject.
- **Right to rectification** - article 16 GDPR: right to obtain, without undue delay, the rectification of inaccurate personal data concerning you and/or the completion of incomplete personal data;
- **Right to erasure (right to be forgotten)** - article 17 GDPR: right to obtain, without undue delay, the erasure of personal data concerning you, when:
 - personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
 - you have withdrawn consent and where there is no other legal ground for the processing;
 - you have successfully objected to the processing of the personal data;
 - the data have been unlawfully processed,
 - the data have to be erased for compliance with a legal obligation;
 - the personal data have been collected in relation to the offer of information society services referred to in article 8, comma 1 of the GDPR.The right to erasure shall not apply in so far as the processing of data is necessary to fulfil a legal obligation requiring processing under law, to perform a task carried out in the public interest or in the exercise of the public authority entrusted to the Data Controller, or to establish, pursue or defend claims.
- **Right to restriction of processing** - article 18 GDPR: right to obtain restriction of the processing, when:
 - the accuracy of the personal data is contested by the data subject;
 - the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead
 - the data subject needs data to establish, pursue or defend claims;
 - the data subject has objected to processing pending the verification whether the legitimate grounds of the controller override those of the data subject.
- **Right to data portability** - Article 20 of the GDPR: the right to receive your personal data transferred to the Data Controller, in a structured, commonly used and machine-readable format and the right to transmit that data to another data controller without hindrance, if the processing is based on consent and is carried out by automated means. In addition, the right to have your personal data transmitted directly by the Data Controller to the other data controller, where technically feasible.
- **Right to object** - article 21 GDPR: right to object to the processing of personal data concerning you, unless there are legitimate grounds for the Data Controller



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to continue the processing;

- **The right to withdraw consent** - the right to withdraw consent at any time. The withdrawal of consent does not affect the processing of data carried out before its withdrawal.

The above rights may be exercised in relation to the Data Controller using the contact data provided in point 1 above. The Data Controller shall examine your request and shall inform you, without undue delay and in all cases within no more than one month of its receipt, concerning the action taken with regard to your request.

The exercise of your rights as data subject is free of charge in accordance with article 12 of the GDPR. However, in the case of requests which are manifestly unfounded or excessive, in particular by reason of their repetitive nature, the Data Controller may charge you a reasonable fee, taking into account the administrative costs of processing the request, or refuse to act on the request.

Please also note that the Data Controller may request further information necessary to confirm the identity of the data subject.

In addition, you have the right to lodge a complaint with **the President of the Office for Personal Data Protection** - ul. Stawki 2, 00-193 Warsaw.

Polcolorit S.A.
(Data Controller)

Place, Date

Customer(Stamp, Signature)

Last update 02.11.2020



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