

NOTE

With reference to the change of personal data protection laws and the entrance into force of the 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 (General Data Protection Regulation, **GDPR**) on 25 May 2018, **please be informed that:**

1. The Data Controller of your personal data is iSMA CONTROLLI Poland S.A. with registered office in Warsaw (postcode 02-134), at 1 Sierpnia 6 Street (hereinafter referred to as the "Data Controller").
2. We process your personal data for the purposes necessary to execute or perform a contract executed with your employer / client, under which you act in the capacity of a representative or a coordinator, which constitutes a legitimate interest of the Data Controller, while the legal basis for processing the personal data is Article 6(1)(f) of GDPR.
3. The personal data we process include name, surname, telephone number, and email address.
4. Your personal data may be handed over to:
 - a) Providers of services for the Data Controller, especially IT, legal, or factoring services, who are required to comply with the personal data protection laws;
 - b) The Data Controller's employees in relation to the performance of their work duties;
 - c) Other entities or state authorities, provided that the personal data disclosure is required by law.
5. Your personal data may be transferred to the United States of America in relation to the IT services provided for the Data Controller based on the decision of the European Commission specifying the proper data protection level, as set forth in Article 45(1) of GDPR, and to other countries as required by the processing purpose.
6. You have the right to obtain, based on a written request, a copy of the personal data transferred to third countries and information on what measures have been taken to secure the data.
7. Your personal data will be stored for the period of six (6) years of the expiry or termination of the contract or until the contract coordinators change on part of the entity you represent.
8. You have the right to access your personal data, have them rectified, removed or have their processing restricted, and object to their processing or transferring.
9. If you have any doubts with regard to the processing of your personal data, you can always turn to the Data Controller for information. You have the right to lodge a complaint with a supervisory body – the President of the Office for Personal Data Protection.
10. Any requests, questions, and demands related to the processing of personal data can be sent by mail or email to the addresses of the Data Controller provided in Section 1.
11. Your data will not be processed as part of the automated decision-making process, including profiling.
12. We have obtained your personal data from the entity referred to in Subsection 2 above – i.e. the employer or client you work with in terms of executing or performing a contract executed with the Data Controller.

iSMA CONTROLLI Poland S.A.

1 Sierpnia 6, 02-134 Warsaw, Poland

REGON 360592757, Tax ID PL5252607299, NCR 0000809012, Share capital: 100 000 PLN

www.ismacontrolli.com

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iSMA CONTROLLI Poland S.A. processes personal data in compliance with the law, including the General Data Protection Regulation (GDPR) in force since 25 May 2018. Information on the protection of personal data processed by iSMA CONTROLLI Poland S.A. including information on your rights can be found at www.ismacontrolli.com in the "Privacy Policy" tab.