

Information on the processing of personal data

In order to ensure the proper and transparent transfer of information on the processing of personal data, in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on free movement of such data and the repeal of Directive 95/46/EC (Journal of Laws UE.L.2016.119.1), hereinafter referred to as „of the GDPR”, we present you with relevant information regarding the processing of personal data by the Administrator - Spedimex Sp. z o.o. based in Sosnowiec 15A, 95-010 Stryków, entered into the register of entrepreneurs kept by the District Court for Łódź Śródmieście in Łódź under the KRS number: 0000110889, Tax ID No: 728-00-19-486, REGON: 470785296.

Contact with the Administrator is possible at the phone number: **42 61 64 100**, e-mail address: spedimex@spedimex.pl or in writing via the contact details of Spedimex Sp. z o.o.

In order to guarantee the highest standards of protection of your personal data, **Spedimex Sp. z o.o.**, a Data Protection Officer has been appointed - **Mr. Piotr Kawczyński**, with whom contact is possible via the e-mail address: iod@spedimex.pl

Processing personal data of Customers

- Your personal data will be processed for the purpose related to the pursuit of the conclusion and performance of the agreement to which you are a party. The legal basis for the processing of your personal data is the performance of activities related to the conclusion of the agreement and its subsequent implementation - Article 6 (1) (b) of the GDPR, as well as possible determination, investigation and defense of mutual claims - personal data processing activities are carried out on the basis of a legitimate interest carried out by the Administrator, i.e. pursuant to Article 6 (1) (f) of the GDPR. Personal data will also be processed in connection with the fulfillment of legal obligations imposed on the Administrator - pursuant to Article 6 (1) (c) of the GDPR.
- Your personal data will be processed for the duration of the agreement, and after its expiry, until the mutual claims under the agreement are time-barred. Personal data contained in the agreement will also be processed for the period resulting from applicable law, including tax regulations and financial reporting.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection; entities providing postal and courier services, as well as public authorities authorized to access this data, on the basis of applicable law. Podanie danych osobowych jest dobrowolne, lecz niezbędne do zawarcia i realizacji umowy.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to the processing of data, as well as its transfer. Pani/Pana dane osobowe nie będą przetwarzane w celu zautomatyzowanego podejmowania decyzji, w tym profilowania.
- Providing personal data is voluntary, but necessary for the conclusion and performance of the agreement.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of employees or persons cooperating with Customers

- The purpose of processing your personal data are activities related to the conclusion and implementation of the agreement between the Administrator and the Customer. The legal basis for the processing of your personal data is the Administrator's legitimate interest - contact regarding the conclusion of the agreement and its performance, as well as the determination,

investigation and defense of mutual claims in the event of their occurrence, i. e. Article 6 (1) (f) of the GDPR. Personal data will also be processed in connection with the fulfillment of legal obligations imposed on the Administrator, including tax regulations, financial reporting - pursuant to art. 6 par. 1 letter c) of the GDPR.

- Your personal data will be processed for the duration of the agreement between the Administrator and the Customer, and after its expiry, until the mutual claims under the agreement are time-barred. Personal data contained in the agreement will also be processed for the period resulting from applicable law, including tax regulations and financial reporting.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection; entities providing postal and courier services, as well as public authorities authorized to access this data, on the basis of applicable law. Ma Pani/Pan prawo żądania dostępu do treści swoich danych, ich sprostowania, usunięcia, ograniczenia przetwarzania oraz prawo wniesienia sprzeciwu wobec przetwarzania danych.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing. Przetwarzanie danych osobowych jest dobrowolne, lecz niezbędne do realizacji postanowień umowy.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law. Pani/Pana dane osobowe nie będą przetwarzane w celu zautomatyzowanego podejmowania decyzji, w tym profilowania.
- The processing of personal data is voluntary, but necessary to implement the provisions of the agreement.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.
- Your personal data may have been obtained by the Administrator from a cooperation agreement or made available by a Customer with whom you are bound by an employment agreement or a civil law agreement. The administrator processes your personal data in the scope of, among others: name (names) and surname, telephone number, e-mail address, position/function, place of employment.

Processing of Suppliers' personal data

- Your personal data will be processed for the purpose related to the pursuit of the conclusion and performance of the agreement to which you are a party. The legal basis for the processing of your personal data is the performance of activities related to the conclusion of the agreement and its subsequent implementation - Article 6 (1) (b) of the GDPR. as well as possible determination, investigation and defense of mutual claims - personal data processing activities are carried out on the basis of a legitimate interest carried out by the Administrator, i. e. Article 6 (1) (f) of the GDPR. Personal data will also be processed in connection with the fulfillment of legal obligations imposed on the Administrator - pursuant to Article 6 (1) (c) of the GDPR.
- Your personal data will be processed for the duration of the agreement, and after its expiry, until the mutual claims under the agreement are time-barred. Personal data contained in the agreement will also be processed for the period resulting from applicable law, including tax regulations and financial reporting.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection; entities providing postal and courier services, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to the processing of data, as well as their transfer.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.

- Providing personal data is voluntary, but necessary for the conclusion and performance of the agreement.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of the Supplier's employees or persons cooperating with the Supplier

- The purpose of processing your personal data are activities related to the conclusion and implementation of the agreement between the Administrator and the Supplier. The legal basis for the processing of your personal data is the Administrator's legitimate interest - contact regarding the conclusion of the agreement and its performance, as well as the determination, investigation and defense of mutual claims in the event of their occurrence, i. e. Article 6 (1) (f) of the GDPR. Personal data will also be processed in connection with the fulfillment of legal obligations imposed on the Administrator, including tax regulations, financial reporting (pursuant to Article 6 (1) (c) of the GDPR).
- Your personal data will be processed for the duration of the agreement between the Administrator and the Provider, and after its expiry, until the mutual claims under the agreement are time-barred. Personal data contained in the agreement will also be processed for the period resulting from applicable law, including tax regulations and financial reporting.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection; entities providing postal and courier services, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Providing personal data is voluntary, but necessary to implement the provisions of the agreement.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.
- Your personal data may have been obtained by the Administrator from a cooperation agreement or made available by the Supplier with whom you are bound by an employment agreement or a civil law agreement. The administrator processes your personal data, including: name (names) and surname, position/function, telephone number, e-mail address, place of employment.

Processing of personal data of Subcontractors - Carrier Zone

- The administrator will process your personal data for the following purposes:
 - a)** if you are a natural person acting on your own behalf (also as a natural person running a business):
 - enabling the performance of activities related to the submission and implementation of an order/conclusion of a sales agreement (Article 6 (1) (b) of the GDPR, throughout the duration of the order/concluded agreement;
 - establishing, investigating or defending against possible claims that may be related to the order or the concluded agreement - for the implementation of the legitimate interest of the Administrator in the form of securing claims, i. e. pursuant to Article 6 (1) (f) of the GDPR, for the time provided for by law regarding the limitation of claims;
 - implementation of the obligations incumbent on the Administrator, resulting primarily from the provisions of tax and accounting

law (Article 6 (1) (c) of the GDPR), for the period provided for by law.

b) if you are a natural person, acting on behalf of a company (legal person, organizational unit without legal personality):

- performance of a agreement to which the company you represent is a party, i.e. for the implementation of the legitimate interest of the Administrator, as a party to the agreement concluded with the company you represent (Article 6 (1) (f) of the GDPR);
- establishing, investigating or defending against possible claims that may be related to the order or the concluded agreement - for the implementation of the legitimate interest of the Administrator in the form of securing claims, i. e. pursuant to Article 6 (1) (f) of the GDPR, for the time provided for by law regarding the limitation of claims.

c) if you are an employee of the Carrier or people cooperating with the Carrier in connection with activities aimed at the conclusion and implementation of an order/agreement between the Carrier and the Administrator:

- contact regarding the conclusion and implementation of the order/agreement - for the implementation of the legitimate interest of the Administrator, i.e. pursuant to Article 6 (1) (f) of the GDPR for the duration of the agreement/duration of the agreement;
 - establishing, investigating or defending against possible claims that may be related to the order or the concluded agreement - for the implementation of the legitimate interest of the Administrator in the form of securing claims, i. e. pursuant to Article 6 (1) (f) of the GDPR, for the time provided for by law on the limitation of claims;
 - implementation of the obligations incumbent on the Administrator, resulting primarily from the provisions of tax and accounting law (Article 6 (1) (c) of the GDPR), for the period provided for by law.
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- Your personal data may be made available to the Administrator by the Carrier with whom you are bound by an employment agreement or a civil law agreement in the scope of: name (names) and surname, telephone number, e-mail address, position, place of employment.
 - The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current operations, including hosting services - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection, as well as public authorities authorized to access this data, on the basis of applicable law.
 - You have the right to access your personal data and the right to rectify, delete or limit processing, the right to transfer data and the right to object to its processing.
 - You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
 - Providing personal data is voluntary, but necessary to achieve specific goals carried out by the Administrator.
 - Your personal data will not be transferred to a third country or an international organization. • Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of employees of Subcontractors or persons cooperating with Subcontractors - Carrier Zone

- The purpose of processing your personal data are activities related to the conclusion and implementation of the agreement between Spedimex Sp. z o.o., and the Subcontractor. The legal basis for the processing of your personal data is the Administrator's legitimate interest - agreement regarding the conclusion of the agreement and its performance, as well as the determination, investigation and defense of mutual claims, in the event of their occurrence, i. e. Article 6 (1) (f) of the GDPR. Personal data will also be processed in connection with the fulfillment of legal obligations imposed on the Administrator, including tax regulations, financial reporting (pursuant to Article 6 (1) (c) of the GDPR).

- Your personal data will be processed for the duration of the agreement between Spedimex Sp. z o.o., and the Subcontractor, and after its expiry, until the mutual claims under the agreement are time-barred. Personal data contained in the agreement will also be processed for the period resulting from applicable law, including tax regulations and financial reporting.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection; entities providing postal and courier services, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Providing personal data is voluntary, but necessary to implement the provisions of the agreement.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.
- Your personal data may have been obtained by the Administrator from a cooperation agreement or made available by a Subcontractor with whom you are bound by an employment agreement or a civil law agreement. Spedimex Sp. z o.o. processes your personal data in the following areas: name (names) and surname, e-mail address, telephone number, position / function, place of employment.

Processing of personal data in connection with carrying out recruitment processes

- Your personal data will be processed in order to carry out the recruitment process. The legal basis for data processing is the right to request data necessary to take action before concluding the agreement to the extent indicated in art. 221 of the Labor Code (Article 6 (1) (b) of the GDPR, and in the remaining scope, consent to the processing of personal data, which may be revoked at any time (Article 6 (1) (a) of the GDPR). The data may also be processed for the purpose of establishing, investigating and securing any claims and defending against these claims related to the recruitment process - pursuant to Article 6 (1) (f) of the GDPR.
- Personal data will be stored for the period necessary to conduct the recruitment process - a maximum of 3 months from the date of its completion, and after this period for the purposes and for the period and to the extent required by law or to secure any claims until their expiry. If you consent to the use of the application for the purposes of future recruitment processes, your personal data will be stored for a maximum period of 12 months.
- Recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activities, including recruitment services - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection; websites through which the Administrator publishes job advertisements, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- You have the right to withdraw consent to the processing of your data at any time, if the processing is based on consent, but the withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.
- Providing your personal data is voluntary, at the same time, if you do not provide the information indicated in art. 221 of the

Act of June 26, 1974, the Labor Code (consolidated text: Journal of Laws 2019.1040, as amended), the application documents received from you will not be processed by the Administrator.

- Your personal data will not be transferred to a third country or an international organization.
- The Administrator does not use any automated processes, including profiling.
- If you are a candidate for work under the „Referral at a good price” Program - your personal data has been made available to the Administrator by the Participant of this Program in the scope of: name (names) and surname, telephone number and e-mail address mail.

Processing of personal data in connection with conducting marketing activities

- Your data may also be processed for the purpose of marketing of own products and services - to implement the Administrator's legitimate interests in the form of conducting activities in the field of direct marketing of own products and services, i.e. Article 6 (1) (f) of the GDPR, however, in accordance with the provisions of the Act on the provision of electronic services and the Telecommunications Act, the Administrator needs additional consent to use the specified communication channels in order to conduct marketing activities.
- Your personal data may also be processed in order to establish, investigate or defend against any claims that may be related to the Administrator's marketing activities - for the implementation of a legitimate interest in the form of securing claims, i. e. pursuant to Article 6 (1) (f) of the GDPR, for the time provided for by law regarding the limitation of claims.
- If you consent to the processing of personal data, your personal data will be processed until you withdraw your consent to receive marketing and information materials by electronic means or until you object to data processing.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to withdraw your consent to the processing of personal data at any time, if the processing takes place on the basis of consent to the processing of data, and the withdrawal of consent does not affect the lawfulness of actions that were taken before its withdrawal on its basis.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Providing personal data in the scope of e-mail address and/or telephone number is necessary to receive marketing and information materials. Provision of other data by you is voluntary.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data for contact purposes (contact form)

- Your personal data is processed in order to establish business contacts, answer the inquiry sent via the contact form - based on the need to implement the legitimate interest of the Administrator in the form of answering an inquiry addressed to Spedimex Sp. z o.o., i.e. pursuant to Article 6 (1) (f) of the GDPR. Your data may also be processed for the purpose of marketing of own products and services - to implement the Administrator's legitimate interests in the form of direct marketing of own products and services, i. e. Article 6 (1) (f) of the GDPR, however, in accordance with the provisions of the Act on the provision of electronic services and the Telecommunications Act, the Administrator needs additional consent to use the specified

communication channels in order to conduct marketing activities.

- Your personal data may also be processed for the purpose of establishing, investigating or defending against any claims that may be related to the Administrator's marketing activities - for the implementation of a legitimate interest in the form of securing claims, i. e. pursuant to Article 6 (1) (f) of the GDPR, for the time provided for by law regarding the limitation of claims.
- Your personal data will be processed for the period necessary to answer the inquiry set via the contact form, and after that period for the purpose and for a period and to the extent provided for by law or to secure possible claims. If you consent to the processing of personal data, your personal data will be processed until you withdraw your consent to receive marketing and information materials by electronic means or until you object to data processing.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's ongoing activities, including hosting services - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to withdraw your consent to the processing of personal data at any time, if the processing takes place on the basis of consent to the processing of data, and the withdrawal of consent does not affect the lawfulness of actions that were taken before its withdrawal on its basis.
- You have the right to lodge a complaint with the supervisory body - the President of the Personal Data Protection Office, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Providing personal data in the field of e-mail address is necessary to receive responses to the inquiry submitted via the contact form or to receive marketing and information materials. Provision of other data by you is voluntary.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of persons making an inquiry about an offer (contact form)

- Your personal data is processed in order to establish business contacts, answer the inquiry sent via the contact form - based on the need to implement the legitimate interest of the Administrator, i.e. pursuant to Article 6 (1) (f) of the GDPR; in order to take actions aimed at concluding an agreement, in connection with your inquiry, including to prepare an offer dedicated to you, and in the case of concluding an agreement between you and the Administrator, also to perform the concluded agreement - pursuant to Article 6 (1) (b) of the GDPR.
- Your personal data may also be processed for the purpose of establishing, investigating or defending against any claims - i. e. pursuant to Article 6 (1) (f) of the GDPR, for the time provided for by law regarding the limitation of claims.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's ongoing activities, including hosting services - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to lodge a complaint with the supervisory body - the President of the Personal Data Protection Office, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Providing personal data in the field of e-mail address is necessary to receive responses to the inquiry submitted via the contact form or to receive marketing and information materials. Provision of other data by you is voluntary.

- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of persons subject to video surveillance

- The legal basis for data processing is Article 222 of the Act of June 26, 1974, the Labor Code (unified text: , Journal of Laws 2019.1040) in connection with Article 5 and Article 6 (1) (c) and f) of the GDPR - the legitimate interest pursued by the Administrator, i.e. ensuring the safety of persons and property and keeping secret information, the disclosure of which could expose the Administrator to damage.
- Your personal data will be kept for a period not longer than 3 months from the date of recording. In the event that the recording of the image constitutes evidence in legal proceedings or the Administrator has reasonable grounds that they may constitute evidence in the proceedings, the time limit shall be extended until the proceedings are completed.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's ongoing activities, including permanent physical protection - based on concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to access your personal data.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of apprentices, interns

- Your personal data may be processed for the following purposes:
 - a)** necessary to conclude and implement an agreement/contract with schools for internships in the scope indicated in § 7 (2) of the Regulation of the Minister of National Education of February 22, 2019 on practical vocational training (Journal of Laws 2019.391) or the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws 2020.85, i.e. art. 6 (1) (b) of the GDPR;
 - b)** necessary to conclude and implement an agreement/contract with Starosts for the internship in connection with Article 53 (4) of the Act of 20 April 2004 on employment promotion and labor market institutions (unified text: Journal of Laws 2019.1482) - pursuant to Article 6 (1) (b) of the GDPR;
 - c)** necessary for the performance of the agreement/contract to which you are a party or to take action at your request before concluding the agreement/contract - pursuant to Article 6 (1) (b) of the GDPR, in connection with Article 5 of the Act of 17 July 2009 on graduate internships (i.e. Journal of Laws 2018.1244 as amended), and in the remaining scope - consent to the processing of personal data, which may be revoked at any time;
 - d)** necessary for the performance of the agreement/contract for a paid internship to which you are a party or to take steps at your request before concluding the agreement/contract - pursuant to Article 6 (1) (b) of the GDPR;
 - e)** fulfillment of legal obligations incumbent on the Administrator - pursuant to Article 6 (1) (c) of the GDPR, i.e. art. 3041 in connection with Article 211 of the Act of June 26, 1974, the Labor Code (i.e. Journal of Laws 2019.1040, as amended), and in the case of paid internships, also on the basis of the Act of August 29, 1997, Tax Ordinance (unified text: Journal of Laws 2019.900) and the Act of 26 July 1991 on personal income tax (unified text: Journal of Laws 2019.1387);
 - f)** establishing, defending or pursuing possible mutual claims - pursuant to Article 6 (1) (f) of the GDPR.
- If the Administrator implements the goals referred to in a) and b) above, your personal data will be obtained by the Administrator

from the school where you are a student or from Starosta in the following scope: name (names) and surname, year of study, field of study, album number.

- Your personal data will be stored for the duration of the agreement/contract for internship, internship, after its termination for the time resulting from applicable law or until any mutual claims are time-barred.
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current operations, including hosting services, physical protection of persons and property, as well as health and safety services - based on concluded agreements entrusting the processing of personal data and ensuring the application by the above. entities of adequate technical and organizational measures ensuring data protection; health care facilities for purposes related to occupational medicine, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to withdraw consent to the processing of your data at any time, if the processing is based on consent, but the withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed for the purpose of automated decision making, including profiling.

Processing of personal data of persons submitting complaints

- Your personal data will be processed in order to exercise your right to consider complaints pursuant to Article 6 (1) (b) and (c) of the GDPR - the Act of 23 April 1964 Civil Code (unified text: Journal of Laws 2019.1145).
- Your personal data will be processed for the period necessary to consider the complaint, for a period of 1 year - after the expiry of the warranty or settlement of the complaint, in accordance with Article 74 (2) (6) of the Act of September 29, 1994 on accounting (unified text: Journal of Laws 2019.351) for the period and to the extent required by law or to secure any claims until their expiry).
- The recipients of your personal data may be entities providing and supporting IT systems used by the Administrator and entities providing services related to the Administrator's current activity - on the basis of concluded agreements for entrusting the processing of personal data and ensuring the use by the above-mentioned entities of adequate technical and organizational measures ensuring data protection, as well as public authorities authorized to access this data, on the basis of applicable law.
- You have the right to request access to your data, its rectification, deletion, processing restrictions and the right to object to data processing.
- You have the right to lodge a complaint with the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of generally applicable law.
- Providing your personal data by you is voluntary, but necessary to consider the complaint.
- Your personal data will not be transferred to a third country or an international organization.
- Your personal data will not be processed in an automated manner, including in the form of profiling.