

INFORMATION CLAUSE - RECIPIENTS OF ELECTRONIC CORRESPONDENCE

We hereby inform you that we process your personal data in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("GDPR"). Details are given below.

1. **The controller of your personal data is** Base Group Sp. z o.o. with its registered office in Koszwały (83-020) at ul. Spacerowej 29 National Court Register No 0000249201 („**Base Group**”).
2. The Data Controller has appointed a Data Protection Officer (“DPO”), with whom you may contact in all matters related to the processing of your personal data, by e-mail **odo@base.pl**.
3. Your personal data in the form of your e-mail address and possibly other data that you provide to us in the course of correspondence shall be processed for the purposes:
 - a) resulting from legitimate interests of Base Group, which is handling the notification, conducting electronic correspondence with you, including answering questions and providing relevant information, evidence purposes, monitoring of the quality of service, determination and investigation of claims or defence against claims (the basis of Article 6 (1) (f) of the GDPR),
 - b) performance or endeavour to conclude a contract (the basis of Article 6 (1) (b) of the GDPR).
4. Your personal data may be made available to:
 - a) authorised employees and associates of the Data Controller,
 - b) entities cooperating with us, in particular IT systems and services providers supplying Base Group with technical, IT and organisational solutions, in particular e-mail and hosting providers as well as software providers for company management and technical assistance, entities providing services and tools in the field of customer service, suppliers of the opinion poll system and providers of accounting, legal and advisory services where such entities process data in accordance with concluded contracts for entrusting the processing of personal data,
 - c) entities duly authorised to do so under universally applicable provisions of law.
5. Retention period of your personal data depends on the purpose for which the data is processed:
 - a) when data processing is necessary to conclude a civil law contract, we will process the data until the expiry of any possible limitation periods for claims under the contract,
 - b) for purposes based on our legitimate interest - as long as purposes are valid or until you object.
6. Under the GDPR you shall have the right to: access the content of your data, request rectification of data, erase the data or restrict the processing thereof in cases provided by law, obtain copies of data, object at any time to the processing of your personal data insofar as the basis for the processing of personal data is our legitimate interest, including due to your particular situation, lodge a complaint to a supervisory authority, i.e. President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, if you



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- consider that during the processing of your personal data we have breached the provisions of the GDPR.
7. Your personal data shall not be subject to automated decision-making or profiling. Your personal data shall not be transferred to entities established outside the EEA or to international organisations.
 8. Providing personal data necessary to conduct communication (in particular your e-mail address) is voluntary, but necessary to handle the correspondence and provide you with an answer.



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