

PN_ASK_FOR_PRODUCT_EN

Version 1 18.09.2023

PRIVACY NOTICE - CUSTOMERS, PRODUCT REQUESTS, PRODUCT RELATED INQUIRIES

We hereby would like to 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 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 ("GDPR"). Details are given below.

1. Data controller is Base Group Sp. z o. o. with its registered office in Koszwały (83-020) Poland, ul. Spacerowa 29, National Court Register No 0000249201 (hereinafter "Data Controller" or "Base Group").

2. We have appointed a **Data Protection Officer** ("DPO") whom you may contact in all matters related to the processing of your personal data using e-mail: odo@base.pl.

3. Purpose and legal basis for personal data processing

Your personal data shall be processed for following purposes:

- processing of your orders and provision of products and services you have requested from us (legal basis - Article 6 (1)(b) of the GDPR i.e. processing is necessary for the performance of a contract or in order to take steps at the request of the data subject prior to entering into a contract;
- product requests and contact requests handling and communication; management of product inquiries, feedback management, conversation tracking, marketing activities and measurement of the effectiveness of marketing activities, improvement our services (legal basis – Article 6 (1)(f) of the GDPR i.e. legitimate interests pursued by Base Group including analytical purposes and monitoring of the quality of service;
- fulfillment of any legal obligations of the Data Controller (legal basis – Article 6 (1)(c) of the GDPR).

4. Your personal data may be transferred to and processed by:

4.1. authorised employees and associates of the Data Controller;

4.2. entities cooperating with us, in particular IT systems and services providers and service providers supplying the Data Controller with technical, IT and organizational solutions that enable the Data Controller to pursue business activity, including our websites and electronic services (in particular software suppliers, hosting providers as well as providers of company management software and providers of technical assistance to the Data Controller), entities providing services and tools in the field of customer service, selected carriers or intermediaries carrying out shipments on our behalf, suppliers of the opinion poll systems, providers of accounting, legal and advisory services, where such entities process personal data in accordance with concluded contracts for entrusting the processing of personal data;

4.3. entities duly authorized to access personal data so under universally applicable provisions of law.

5. Transfer of personal data to third countries or international organizations

Your personal data will not be transferred outside EEA to a third country or international organization.

6. Automated decision-taking, including profiling

Your personal data shall not be subject to automated decision-making including profiling.

7. Period of processing of your personal data depends on the purpose for which the data is processed:

7.1. when 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 subject to relevant provisions of applicable law;

7.2. for purpose based on our legitimate interest we process data for as long as purpose is valid or till you object.

8. Subject to specific legal provisions, submission of data is fully voluntary but necessary for stated purposes.

9. You have the right to access your data and obtain copy of it, the right to request that they be rectified or erased, the right to restrict their processing, right to 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. You are entitled to these rights in the scope provided for in generally applicable provisions of law.

10. You have the right to lodge a complaint with the supervisory authority in charge of personal data protection in the Member State of your habitual residence, place of work, or place of the alleged infringement if the processing



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of personal data violates personal data protection laws. In Poland supervisory authority is President of the Personal Data Protection Office Stawki 2, 00-193 Warsaw, ph.: +48 22 531 03 00.

Should you have any concerns regarding the way in which we process your data, or would like to exercise your rights please contact us via the e-mail address: odo@base.pl.



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