

INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA

In accordance with Article 13 para. 1 and para. 2, and Article 14 para. 1 and para. 2 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/WE (general regulation on data protection) (Official Journal of the European Union L 119 of 04/05/2016), hereinafter referred to as GDPR, we present information on the personal data processing below.

| PERSONAL DATA ADMINISTRATOR | |
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| Body Chief Sp. z o. o. with its headquarters in Poznań, Polska 13 Street | E-mail address: poznan@bodychief.pl |
| PERSONAL DATA PROTECTION INSPECTOR | |
| Our personal data protection inspector is mgr inż. Arnold Paszta, e-mail address: arnold.partner@gmail.com | |
| The purpose of personal data processing | Legal basis for personal data processing |
| Order completion, contract execution: order or catering contract acceptance | Article 6 paragraph 1 letter b) of the GDPR |
| Customer service, contact with the customer | Article 6 paragraph 1 letter a) of the GDPR, Article 6 paragraph 1 letter f) of the GDPR |
| Monitoring - CCTV, GPS, car camera recorders | Article 6 paragraph 1 letter c) of the GDPR, Article 6 paragraph 1 letter f) of the GDPR |
| Service usage statistics | Article 6 paragraph 1 letter f) of the GDPR |
| Recruitment processes for vacancies, apprenticeships and internships | Article 6 paragraph 1 letter b) of the GDPR, Article 6 paragraph 1 letter c) of the GDPR |
| Hiring staff | Article 6 paragraph 1 letter a) of the GDPR, Article 6 paragraph 1 letter c), Article 9 paragraph 2 letter b) of the GDPR |
| Pursuing claims | Article 6 paragraph 1 letter f) of the GDPR |
| Official documents archiving | Article 6 paragraph 1 letter c) of the GDPR |
| Other purposes as well as own and delegated assignments | Article 6 paragraph 1 letter c) of the GDPR |
| Administrator's marketing and PR activities | Article 6 paragraph 1 letter f) of the GDPR |
| Marketing activities of other products or services | Article 6 paragraph 1 letter f) of the GDPR |

1. Legal basis for data processing.

- In the case of the processing in which we obtain the consent of the person whose data is processed, the legal basis is Article 6 para. 1 letter a) of the GDPR;
- In the case of the processing of personal data necessary for the contract execution, in which a party to the contract is the data subject, the legal basis is Article 6 para. 1 letter b) of the GDPR.
- If the processing of personal data is necessary to fulfill a legal obligation to which the Administrator is subject, the legal basis is Article 6 para. 1 letter c) of the GDPR;
- If the data processing is necessary to protect the vital interests of the data subject, the legal basis is Article 6 para. 1 letter d) of the GDPR;

2. The recipients of the personal data processed by Body Chief Sp. z o. o. may be:

- entities and persons whose access to data results from legal provisions;
- banks, in order to provide transaction services;
- entities providing postal and courier services;
- entities processing personal data on behalf of the Administrator in order to provide services on the basis of concluded data processing agreements or other legal instrument, including in particular other service providers performing tasks on behalf of the Administrator;

3. Other sources of data collection.

In some situations, we may collect your data from other sources, not directly from you. In the case of collecting personal data from a source other than the data subject, the data source may be other public authority or a third party. Then the Administrator will inform you about the source of data acquisition, unless a special provision exempts the Administrator from this obligation.

4. The storage period of data processed by Body Chief Sp. z o.o.

- We will store your personal data until the objective, for which it was collected, is fulfilled, and then in accordance with the unified database of files and the provisions of the Act of 14 July 1983 on the National Archive Resource and Archives.

- After executing the contract, your personal data will be stored in accordance with the provisions of generally applicable law. For accounting and tax purposes, we process the data for 5 years, counted from the end of the calendar year in which the tax obligation arose.
- If the data is processed by us in order to establish, investigate or defend against claims, we will process the data for this purpose for the limitation period resulting from the provisions of the Civil Code. If a dispute, a court trial or other proceedings are pending, the archiving period will be counted from the date of the final conclusion of the dispute, and in the case of many proceedings from the date of the final conclusion of the last of them, regardless of how it ends, unless the law provides for a longer period of data storage or a longer limitation period for the claims / law concerned.
- If the data was collected on the basis of your prior consent, we will process the data until its withdrawal.
- As an employer, we are obliged to keep employee records. The employee files of staff hired before January 1, 1999, are stored for 50 years. The employee files of staff hired for the first time in the period from January 1999 to December 2018, are also stored for 50 years, unless we submit a ZUS OSW statement and a ZUS RIA information report to ZUS, then the storage period is 10 years long. The files of newly hired employees, from January 1, 2019, are stored for 10 years, counted from the end of the calendar year in which the employment relationship ended.

5. In accordance with the GDPR, you have the following rights:

- **the right to access personal data (Article 15 of the GDPR)**, you have the right to obtain information at any time about what categories of personal data and what type of information about you we process, the purpose of data processing, the period and the criteria of data storing, and profiling being included. You have the right to request a free-of-charge copy of your personal data from the Administrator. We have the right to charge an appropriate administration fee for all other copies which you request or which go beyond the subject's right to access personal data.
- **the right to rectify data (Article 16 of the GDPR)**, you have the right to request immediate rectification of the processed personal data and, taking into account the purposes of processing, the right to have incomplete personal data completed. If you wish to exercise the right to rectify the data, you can contact the Data Administrator at any time in order to make the necessary correction.
- **the right to request data deletion (Article 17 of the GDPR)**, you have the right to request the deletion of your data ("the right to be forgotten") when data collection is no longer necessary, when you have withdrawn your consent to data processing, when the data is processed unlawfully or it has been collected unlawfully and there is a legal obligation to delete the data in accordance with the European Union or the national law. The right to be forgotten, however, does not apply when there is an overriding right of freedom of expression and information, when the data collection is necessary to fulfill a legal obligation, when the data deletion is not possible due to the Administrator's archiving obligations or when the data collection serves the purpose of the establishment, exercise or defence of legal claims.
- **the right to request a restriction to the processing of personal data (Article 18 of the GDPR)**, you have the right to request the restriction of the processing of your data when you question the data correctness, when their processing is unlawful, when you refuse to delete your personal data and you request the restriction of processing instead, when the needs for personal data processing no longer exist or when you have objected to data processing pursuant to Article 21 para. 1 pending the verification whether the legitimate grounds of the Administrator override those of the data subject.
- **the right to data portability (Article 20 of the GDPR)**, you have the right to receive your personal data, in a commonly used format, and you have the right to transmit it to another controller without hindrance given that the processing is based on your consent and it is carried out by automated means.
- **the right to object (Article 21 of the GDPR)**, you have the right to object to the processing of your personal data at any time unless we demonstrate compelling legitimate grounds for the processing of your data which override your interests, rights and freedoms. Furthermore, you cannot exercise your right to object if the law provides for the collection, processing and use of data or it obliges to download, process or use the data.
- **the right to lodge a complaint with a supervisory authority (Article 77 of the GDPR)**, you have the right to lodge a complaint with the competent supervisory authority if you consider that the processing of your personal data infringes the GDPR.
- **the right to withdraw consent connected with the right to the personal data protection (Article 7.3 of the GDPR)**, you may withdraw your consent to the processing of your personal data at any time without giving any reason. This also applies to the withdrawal of consent declarations that were granted to us prior to the entry into force of the EU Data Protection Regulation (GDPR).

6. Information regarding the mandatory or voluntary provision of personal data.

Providing personal data is (depending on the type of data processing operation):

- a) a statutory requirement, when processing takes place in order to fulfill an obligation resulting from a legal provision;
- b) a contractual requirement or a requirement necessary to enter into a contract, if the data is collected in order to take action before concluding and while entering into a contract;
- c) voluntary, when the data submission is based on the consent of the data subject;