

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF FULFILLING A CONTRACT WITH A CLIENT/CONTRACTOR

The controller of your personal data is **Transition Technologies – Systems limited liability company** with its registered office in Warsaw, at Żubra 1, 01 – 066 Warsaw (hereinafter: Controller, Company).

For what purpose and on what basis will the Controller process personal data?

I. If you are an employee/co-worker of the Controller's client/contractor:

Your personal data has been provided (made available) to us by your employer or the person (company) with whom you are working in connection with entering into a contract with us and will be processed for the purpose of:

- a. the conclusion, execution and monitoring of the performance of contracts concluded between the Controller and your employer - on the basis of Article 6(1)(f) of the GDPR, where the Controller's legitimate interest will be the performance of the contract with the contracting party;
- b. archiving to the extent necessary to comply with legal obligations, in particular tax legislation, accounting regulations - on the basis of Article 6(1)(c) GDPR (performance of an obligation imposed on the Controller by law);
- c. asserting or defending against possible claims - on the basis of Article 6(1)(f) GDPR;
- d. creating analyses of our business performance for internal purposes - on the basis of Article 6(1)(f) GDPR, where the Controller's legitimate interest is to improve the quality of the services provided and to optimize the business activity carried out.

II. If you are a client/contractor of the Controller (a sole proprietor or a partner in a partnership) your data will be processed in order to:

- a. conclude, perform and monitor the performance of the contract concluded between you and the Controller, including in connection with your participation in the bid collection process or any other procedure related to the conclusion of contracts or the selection of contractors - on the basis of Article 6(1)(b) GDPR;
- b. archive to the extent necessary to comply with legal obligations, in particular tax regulations, accounting regulations - on the basis of Article 6(1)(c) GDPR (performance of an obligation imposed on the Controller by law);
- c. assert or defend against possible claims - on the basis of Article 6(1)(f) GDPR;
- d. create analyses of the results of our business for internal purposes - on the basis of Article 6(1)(f) GDPR, where the controller's legitimate interest is to improve the quality of the services provided and to optimize the business operations carried out;
- e. verify the credibility of the client/contractor - i.e. to carry out necessary actions in the form of risk assessment (legal, financial, image and reputation) prior to concluding a contract, after concluding a contract, during the performance of a contract or extending the scope of a contract; in performing this purpose, we may additionally collect your data from business information registers, business intelligence agencies and other generally available information sources; the personal data referred to in the preceding sentence will concern the payment of your obligations and your business activity - on the basis of Article 6(1)(f) of the GDPR.

The controller will provide your personal data to other entities entrusted with the processing of personal data on behalf and for the benefit of the Company. The controller will share your personal data with other recipients provided that such an obligation is imposed by law.

Your data will not be transferred to third countries or international organizations.

How long will the Controller process the data?

- to the extent indicated in point Ia i IIa – for the period prior to the conclusion of the contract and for the period necessary for the performance of the contract;
- to the extent indicated in point Ib i IIb – for the period resulting from the provisions of the Accounting Act of 29 September 1994 and the Act of 29 August 1997. - Tax ordinance;
- to the extent indicated in point Ic i IIc – for the duration of the proceedings and the limitation period for potential claims;
- to the extent indicated in point Id i IId – for a period no longer than that indicated for points Ib and IIb;
- to the extent indicated in point Ile – for the time necessary to carry out such an assessment.

What rights does the data subject have?

You have the right to:

- access to your personal data and to receive a copy of the personal data being processed;
- to rectify your inaccurate data;
- request the erasure of your data (right to be forgotten) in the circumstances provided for in Article 17 GDPR;
- request the restriction of data processing in the cases indicated in Article 18 GDPR;
- to object to the processing in the cases indicated in Article 21 GDPR;
- to transfer the data provided, processed by automated means.

If you believe that your personal data is being processed unlawfully, you may lodge a complaint with the supervisory authority (Office for Personal Data Protection).

Contact

If you require any further information relating to data protection or wish to exercise your rights, please contact us by email: odo@ttst.pl or biuro@ttst.pl, or in writing to the Controller's registered address.