

# INFORMATION NOTICE

Thank you for contacting us using contact form available at our website. Now, because we will process your personal data we need to provide you with certain information. This information is provided in compliance with the EU General Data Protection Regulation No. 2016/679 (the “GDPR”).

## 1. What information about you will we process?

We will process the following your personal data: name(s), business name, e-mail address, phone number, address, registration number, tax number, bank account number, or some of such information as the case may be. We will also process the other data attributes that you have provided in your message or documents attached to it.

## 2. Who is Data Controller of your personal data?

All your personal data will be processed by **Walstead Kraków Sp. z o.o. or Walstead Starachowice Sp. z o.o., depending on the case,** as the **Data Controller**. Our address and other contact details are available at our web site: <https://www.walstead-ce.com/en/contact-us/>. Our data protection dedicated e-mail address is: [dpo@walstead-ce.com](mailto:dpo@walstead-ce.com).

The Controller has appointed the **Data Protection Officer (DPO)**. You can reach DPO by post sending letter to the address of the Controller's registered office and by email [dpo@walstead-ce.com](mailto:dpo@walstead-ce.com).

## 3. What will we do with your personal data?

Your personal data will be processed by us for the following purposes:

- Contract negotiation purposes: to discuss and agree on any contract between you and us (e.g. purchase order for production of catalogue, brochure, etc.). We can do so on the ground of Article 6.1 (b) of GDPR.
- Contract performance: to perform any of our contract (e.g. to send you advance copy or to issue invoice). For that purposes, we will upload and store your personal data in our financial and other contract performance dedicated IT Systems. We can do so on the ground of Article 6.1 (b) of GDPR.
- Direct marketing purposes: to market our products and services directly to you. We would appreciate a possibility to cooperate with you in the future. We would also like to keep you informed as to our newly developed products and services. This constitutes our legitimate interest for processing your personal data. For this purposes, we will upload and store your personal data in our customers contacts dedicated IT System. Thanks to this we will have immediate access to your personal data and can contact you whenever it is necessary or desirable. (We can do so on the ground of Article 6.1 (f) of GDPR.)
- Customers Satisfaction Assessment: to analyze if our products and services are satisfactory to you. This constitutes our legitimate interest for processing your personal data. (We can do so on the ground of Article 6.1 (f) of GDPR.)
- Litigation: to claim our rights or defend against claims. This constitutes our legitimate interest for processing your personal data. (We can do so on the ground of Article 6.1 (f) of GDPR.)

## 4. Who will we share your personal data with?

We may well disclose your personal data to certain recipients, however, when and to the extent only it is necessitated by the purposes for which we process your personal data. Such recipients include: other companies from our group of companies, our sub-suppliers, our IT Systems Related Service

Suppliers (e.g. updates, maintenance, and errors reparations), accountants, carriers, couriers, postal operators.

### 5. We use Google Cloud services and other cloud computing based services. What does it mean for processing your personal data?

In our current activities we use Google Cloud (Gmail, Google Drive) and other cloud computing based services. This means that your personal data may be transmitted by us to third countries, i.e. outside of the EU and the EEA. While transmitting your personal data to third countries we meet the conditions described in Chapter V of RODO ("Transmission of personal data to third countries or international organizations"). In particular we use the so-called standard contractual clauses / standard data protection clauses. Detailed information on this subject is to be found on our website: <https://www.walstead-ce.com/en/home>, in the special tab related to GDPR.

### 6. How long will we retain your personal data?

All your personal data included or reflected in contracts, invoices or any other account records related to contracts will be kept by us for 5 years. Such period of time starts from the first day of the year following the year in which the contract was completed, expired, or terminated. After such period of time your personal data will be destroyed, except the matters to which they relate still remain active.

All your personal data that we need to market our products and services directly to you or to analyze your satisfaction with our products and services we will be kept as long as we are able to offer you any products or service which, in our opinion, may attract your interest.

If your request refers to the different case it will be handed over to the right department and stored in accordance with our Retention Policy.

### 7. Can you object to processing your personal data by us?

In case of our processing of your personal data as a result of our legitimate interest, you have the **RIGHT TO OBJECT TO IT** at any time, but not in any situation. You may do so only when a special situation concerning you arises. We may also indicate important, legitimate grounds to be able to further process your personal data or to do it to assert our right or in defence.

In addition, you have the **RIGHT TO OBJECT TO** the processing of your personal data by us at any time and regardless of additional circumstances, but only if we process it for the purposes of direct marketing or profiling.

### 8. Do you have any other rights under GDPR?

You, as the Data Subject, have also other rights in connection with processing your personal data by us. You may:

- Receive from us confirmation that we process your personal data, the requisite information related to such processing and have access to your personal data.
- Receive from us a copy of your personal data which we process.
- Request us to rectify your personal data without undue delay or you may have your incomplete personal data completed by sending us your personal data completed.
- Have your personal data erased in the circumstances more fully described in GDPR (e.g. if the purposes for which we process your personal have been achieved) ("Right to Be Forgotten").

Important  
- Right to  
Object

- Request us to restrict processing your personal data (e.g. if we do not need your personal data for any longer, but you need your personal data to defend your rights). Then we may only store your personal data. Processing your personal data in any other way requires your consent if GDPR does not stipulate otherwise.
- As far as we process your personal data for contract negotiation or performance purposes, request us to record your personal data in data file (e.g. in docx format) in structured manner and send them to another data controller specified by you (“Right to Data Portability”).
- Complain to the President of Personal Data Protection Office if you consider we process your personal data illegally or otherwise in breach of GDPR.

#### **9. Are you obligated to disclose your personal data to us?**

You are not under any statutory or contractual obligation to disclose us your personal data.

#### **10. Is my data subject to automated decision making or profiling?**

No, you will not be subject to profiling or other decisions that will have a significant impact on you based solely on automated decision-making.