

From our customers we receive the contact data of the persons to whom we are supposed to deliver signal copies, or to whom we are supposed to hand over respective parts of finished products (*dispatch distribution list*).

This information is intended for the persons to whom we deliver signal copies or to whom we hand over finished products (e.g. who are listed in the dispatch distribution list) whose personal data we process. We provide the below information because we act in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR").

1. Types of your personal data which we process

We process the following personal data of yours: first name, last name, telephone number, place of work (address).

2. Who is the administrator of your personal data?

The administrator of your personal data is **Walstead Kraków Sp. z o. o.** (ul. Igołomska 25, 31-983 Krakow, Poland). You will find the detailed contact data on our website:

<https://walstead-ce.com/en/contact-us/>.

We also created a dedicated e-mail address to which you can send your queries etc. relating to matters regarding the processing of your personal data: dpo@walstead-ce.com.

3. Where do we have your personal data from?

We have received your personal data from our customer. For some reason, our customer has indicated you as the person who is to receive signal copies or to receive finished products (e.g. you are his employee or you work in the warehouse to which we are to supply finished products made by us for the customer).

4. Why do we need your personal data?

We process your personal data for the following purposes:

- In order to supply selected copies of the finished product (so called signal copies). We do this to perform our obligation towards the customer who is your employer or for any other reason he wants you to receive signal copies. Thus, we act for the purpose resulting from a legitimate interest pursued by us (Article 6 (1) (f) GDPR).
- Delivery of finished products in accordance with the dispatch distribution list received from customers, including confirming with you the exact date and time of delivery of such products. We do this to perform our obligation towards the customer who is your employer or for any other reason he wants you to receive finished products. Thus, we act for the purpose resulting from a legitimate interest pursued by us (Article 6 (1) (f) GDPR).

We receive your personal data in the electronic format (e.g. PDF files or in other format). We enter it into our IT systems we use to create, for example, e-distribution lists or e-dispatch documents.

5. Who do we share your personal data with?

Not only we process your personal data. We make your personal data available to different groups of recipients, however, only in relation to supplying signal copies or delivery of finished products. We make your personal data available, e.g. to our subcontractors, including other companies from Group of companies to which we belong, couriers, carriers (including drivers), external entities who provide services for us in the context of maintenance, repair, updating of IT systems.

6. 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://walstead-ce.com/en/home>, in the special tab related to GDPR.

7. How long do we retain your personal data?

We process your personal data for a 3-month period of time of delivery of signal copies or of handover of finished products. Yet, it can be so a case that we are to supply you signal copies or hand over to you finished products many times. Then, we will be processing your personal data in this entire period of time and for 3 months thereafter. In the event that your personal data should be entered into accounting documents concerning our commercial contracts with the customers (e.g. into a dispatch document or a bill of lading), we process your personal data for a 5-year period of time. This period commences on the first day of the year following the year in which our contract with the customer was either completed, terminated or expired.

8. When may you object to our processing of your personal data?

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 processed it for the purposes of direct marketing or profiling.

9. What other rights result for you from GDPR?

First of all, you may request us to immediately erase your personal data (thus you have the right to be forgotten). You may exercise this right in cases specified in GDPR, e.g. when we do not need your personal data any more for the purposes it was collected.

You also have the right to:

Important
- Right
to Object

- Access your personal data, including to receive a confirmation that we process your personal data, to access it, and to receive from us particular information related to the processing of it;
- Request from us rectification of your personal data, if it is inaccurate or its completion, if your personal data is incomplete. In either of that events, we have to do so without undue delay;
- Request us to restrict the processing of your personal data in cases specified in GDPR (e.g. when you question the correctness of your personal data processed by us);
- Request from us to save your personal data in a file in a commonly available format (e.g. .docx) in a structured manner, and transmit it to a controller of your choosing (right to data portability);
- Submit a complaint to the President of the Office of Personal Data Protection if you think that we process your personal data against the law.

If you wish to exercise any of those rights, send us an e-mail to the e-mail address dpo@walstead-ce.com, with a content that would help us determine what your expectations are.

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

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