

General Information Clause on Personal Data Processing

According to Article 13 and 14 of Regulation (EU) No 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 (General Data Protection Regulation, hereinafter GDPR) (OJ EU L119/1), please be advised that:

1. The Controller of your personal data is Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, the registration files of which are kept by the District Court in Rzeszów, 12th Economic Division of the National Court Register, entered in the Register of Entrepreneurs of the National Court Register under the number KRS: 0000033727, VAT No.: 8720003568, REGON: 850022800, share capital: PLN 3,813,981.60, contact details: e-mail address: lerg@lerg.pl, phone: T: +48 14 680 62 11, F: +48 14 680 63 00. We work on business days from Monday to Friday from 07:00 to 15:00 hrs.

The explanation of basic concepts:

- regarding the protection of personal data is included in Appendix 1 to the General Terms, i.e. General Privacy Policy, available at: <https://www.lerg.pl/rodo>,
 - regarding cookies can be found in Appendix 1 to the General Terms, i.e. General Privacy Policy, available at: <https://www.lerg.pl/rodo>, and in Appendix 2 to the General Terms, i.e. General Cookies Policy, available at: <https://www.lerg.pl/rodo>.
2. Your personal data will be processed in accordance with GDPR, i.e.:
 - a) based on Article 6 (1) (b) GDPR (to the extent that you are a party to this contract):
 - i) for the purpose of performance of:
 - the contract concluded with the Controller (including for: sending invoices, contact with information about the service),
 - the contract concluded with the Controller for the provision of electronic services and the provision of such electronic services, in connection with the use of the Controller's website (as a registered or unregistered user) or services that require authorization by creating a user profile or services that require that the user is granted access to the Controller's service, or services that require Subscription, save that processing on the above basis may also relate to the completion of the complaint procedure,
 - ii) for the purpose of taking action at your request before concluding the contract with the Controller,
 - b) based on Article 6 (1) (c) GDPR for the purpose of the personal data Controller performing its legally binding obligations, to the extent provided for in special legislation, including:
 - i) for the tax obligations,
 - ii) for the complaint procedure,
 - iii) for the accounting obligations,
 - iv) for the anti-money laundering obligations.
 - c) based on Article 6 (1) (f) GDPR for the purpose of pursuing a legitimate interest of the Controller, consisting in:
 - i) protection of the Controller's persons or property, including for the purposes of monitoring the Controller's property,
 - ii) establishment and pursuit of claims,
 - iii) contact with the Controller through various forms of communication,
 - iv) performance by the Controller of contracts with Business Partners or Customers,

- v) conducting audits, quality control, in terms of improving the quality of services provided, assessing the reliability of actions taken by employees, associates of the Controller,
 - vi) handling complaint procedures in terms of improving the quality of services provided, assessing the reliability of actions taken by employees, associates of the Controller, assessing the basis of complaints,
 - vii) using cookies to provide electronic services (website) of the highest standard, properly securing the website or service, improving the website's performance and functionality, including making it easier for you as a website user to handle it, including for login, settings, including the language,
 - viii) configuring and managing the User's account,
 - ix) implementing and performing a contract concluded with your employer, principal, associate,
 - x) marketing of goods and services, including personalized one, including in social networks, including based on profiling,
 - xi) creating anonymous statistics to help the Controller understand how you use the website, including based on profiling.
- d) based on Article 6 (1) (a) GDPR (for ordinary data), i.e. based on your consent, i.e. for the following purposes:
- i) informing you about services, products and events with the participation of the Controller or its personnel,
 - ii) your participation in promotional campaigns,
 - ii) your participation in competitions,
 - iv) market research by the Controller,
 - v) sending you commercial and marketing information of the Controller, including that tailored to your individual needs and preferences, which includes profiling,
 - vi) advertising by the Controller of its services and goods, including via e-mail,
 - vii) analyzing your behaviour and preferences with the intended use of the results of these tests for the purposes of improving the quality of services provided by the Controller, including based on profiling,
 - viii) profiling your personal data.
3. In certain circumstances, the Controller has the right to transfer your personal data to other recipients, if it is necessary to perform the contract concluded with you or to fulfil the Controller's obligations or to achieve the purpose of processing. In such case, we will transfer personal data to three groups of recipients: persons authorized by us, our employees and co-workers on the "need-to-know" basis, processors, including those operating within the Group, entrusted with the processing of personal data and other data recipients, e.g. postal service providers, telecommunications service providers, couriers, banks, financial service providers, insurers, law firms or other Group companies, competent Authorities.
4. The Controller processes the following categories of your personal data:
- a) if: the User is not a User registered on the Website or in the Service, the User has not been provided with files, the User has not submitted a request to use the Service, has not submitted a Complaint, or has not made contact in any other way, the processing will or may cover:
 - Ordinary Personal Data, i.e.: IP number, device data, browser data, data collected in cookies, identification of termination of the telecommunications network or IT system, information about the start, end and scope of each use of the Service provided electronically, information about the Services provided electronically used by the Customer, information about the content viewed by the Customer on the website, pixel image of the website, name of the Service provider.
 - b) additionally if: the User is a User registered on the Website or in the Service or the User has been provided with files, the User has submitted requests to use the Service, the User is a party to a contract with the Controller other than for the provision of electronic services, the User has submitted a Complaint, the User has made contact in any other

way, the processing will or may additionally cover:

- Ordinary Personal Data, i.e. First name, last name, address and place of residence, correspondence address, business address, electronic address of the Service Recipient, phone number, VAT number, PESEL (personal identification number), ID card number and series, login, information about the services provided electronically used by the Service Recipient, image.

5. Your personal data will be transferred to a third country, i.e. the USA, based on the decision of the European Commission confirming the adequacy of security measures of US-based entities using the privacy shield. The transfer is related to the use of the Google service by the Controller.
6. Your personal data processed for the purpose indicated in:
 - a) section 2 a) will be stored for the period of:
 - taking action before concluding the contract,
 - the duration and performance of the contract concluded with you, including for the duration of services provided electronically to you, until the end of using the service provided electronically, but not longer than until the date of limitation of claims,
 - b) section 2 b) will be stored for the period provided for by specific legislation,
 - c) section 2 c) will be stored for the period of:
 - the duration and performance of the concluded contract, including the contract for the provision of electronic services, but not longer than until the date of limitation of claims, or until the date of raising an objection,
 - your use of services provided electronically, but not longer than until the date of raising an objection,
 - marketing of the Controller's goods and services, but not longer than until the date of deletion of the subscription on a social network portal or the date of raising an objection,
 - for the period necessary to ensure the protection of persons or property owned by the Controller, but not longer than until the date of raising an objection,
 - for the period necessary for determining, pursuing or defending claims, but not longer than until the date of limitation of claims or the date of raising an objection,
 - the period necessary from the point of view of the purpose for which your contacted the Controller, but not longer than until the date of limitation of claims or the date of raising an objection,
 - the period of audits and inspections carried out, but not longer than until the date of raising an objection or limitation of claims,
 - the period of operation of cookies, i.e. until they are deleted, but not longer than until the date of limitation of claims or the date of raising an objection,
 - the period of performance of a contract with Business Partners, but not longer than until the date of raising an objection or limitation of claims,
 - handling complaint procedures, but not longer than until the date of limitation of claims or raising an objection,
 - configuring and managing the User's account, but not longer than until the date of limitation of claims or raising an objection,
 - d) section 2 d) will be stored for the period of:
 - the Controller's sending you information, commercial or marketing content, including via the website, or until withdrawal of your consent,
 - the Controller's informing you about services, products, events with the participation of the Controller or its personnel (commercial information), however not longer than until withdrawal of your consent,
 - your participation in promotional campaigns, but not longer than until withdrawal of your consent,
 - your participation in competitions, but not longer than until withdrawal of your consent,
 - market research by the Controller, but not longer than until withdrawal of your

- consent,
 - the Controller's advertising its services and goods, but not longer than until withdrawal of your consent,
 - analysing your behaviour and preferences, but not longer than until withdrawal of your consent.
- 7. You have the right to request the Controller to provide you with access to your personal data, rectify it, delete it, limit processing and transfer the data. The request can be made in person, by post, by phone, via e-mail.
- 8. You have the right to withdraw your consent at any time by sending a statement of withdrawal of consent, without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal. Your right may be exercised in person, by post, via e-mail or by phone.
- 9. You have the right to object to the processing specified in section 2 c) regarding the processing of personal data for the purpose of legitimate interests pursued by the Controller, however the right to object cannot be exercised where there are valid legitimate grounds for the processing, which override your interests or fundamental rights and freedoms, in particular for determining, pursuing or defending claims. The objection can be made in person, by post, by phone, via e-mail.
- 10. You have the right to complain against the Controller's activities to the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw
- 11. Providing personal data referred to in:
 - a) section 2 a) is voluntary but is a contractual requirement and is necessary for the performance of the contract (if you are a party to it), and failure to provide personal data will prevent the performance of the contract or the use of services,
 - b) section 2 c) it is voluntary:
 - but if you are a party to the contract, it is a contractual requirement and is necessary for the performance of the contract concluded with you, and failure to provide personal data will prevent the performance of the contract or the use of services,
 - save that for cookies, providing data is a contractual condition, but failure to provide data will not prevent the performance of the contract and the use of services, although it may limit their functionality,
 - save that for complaint procedures, providing data is a contractual or statutory requirement, and failure to provide data will prevent the examination of a complaint,
 - save that for processing in order to contact the Controller, providing contact personal data is a condition for contacting the Controller, and failure to provide data will prevent your contact with the Controller,
 - save that for marketing of the Controller's goods and services, the processing of personal data is voluntary and is not a condition for the conclusion of the contract, and failure to provide will make it impossible to inform you about the Controller's services and products,
 - c) section 2 b) is voluntary but is a statutory requirement and is necessary for the performance of the contract concluded with you or the fulfilment of other legal obligations of the Controller,
 - d) section 2 d) is voluntary and is not a statutory or contractual requirement and you are not obliged to provide data in this respect (in particular regarding information on the Controller's activities, market research by the Controller, marketing).
- 12. Your personal data has been obtained:
 - a) from you if you are an unregistered or registered User and you have not concluded a contract with the Controller other than the contract for the provision of electronic services,
 - b) from you if you have concluded a contract with the Controller other than the contract for the provision of electronic services, or you take actions to conclude such a contract,
 - c) from your employee / associate / representative if you have concluded a contract

- with the Controller other than the contract for the provision of electronic services, or you take actions to conclude such a contract,
- d) from your employer / associate if you have not concluded a contract with the Controller other than the contract for the provision of electronic services, or you take actions to conclude such a contract,
 - e) from the Central Register of Economic Activities if you have concluded a contract with the Controller other than the contract for the provision of electronic services, or you take actions to conclude such a contract.
13. No actions will be taken in relation to you, which would involve automated decision making, including based on profiling. The service provider may, however, profile your personal data.

I hereby give my consent to the processing of my personal data for the purposes of marketing goods and services by entities, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of being informed about the activities of the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of participation in market research conducted by the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of promotional campaigns, including information on services, products and events with the participation of the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of being sent commercial and marketing information, in particular for contact by e-mail, information on services, products and events with the participation of the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of analysis of my behaviour and preferences with the intended use of the results of these tests for the purposes of improving the quality of services provided by the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of profiling by the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for advertising purposes, including personalized advertising pursued by the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the processing of my personal data for the purposes of participation in competitions and events conducted by the Controller, i.e. the company Lerg

Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the use of telecommunications terminal equipment and automatic calling systems for the purpose of direct marketing by the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to being sent commercial information by means of electronic transmission by the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.

I hereby give my consent to the storage of information or accessing information already stored in the telecommunications terminal equipment of the subscriber or end user, i.e. the use of cookies by the the Controller, i.e. the company Lerg Spółka Akcyjna with its registered office in Pustków-Osiedle, No. 59D, 39-206 Pustków 3, Poland, and I am aware that the consent is voluntary and may be cancelled at any time.