

## **Policy for the processing of personal data, of which Cebiro Sp. z o.o. remains the administrator**

1. The administrator of your personal data (PDA) is CEBIRO sp. z o.o. based in Gdynia, 81-389, at 79/1 Świętojańska street, entered into the register of entrepreneurs by the District Court for Gdańsk- Północ in Gdańsk, 8th Division of the National Court Register, KRS no. 0000418826, TAX ID 588-239-65-85
2. CEBIRO sp. z o.o. has not appointed a personal data protection officer.
3. Please be informed that you following rights:
  - a) the right of access to the contents of their data and the right to rectification, erasure or restriction of processing,
  - b) the right to transfer data, the right to object,

Where processing is carried out on the basis of a consent:

- c) the right to withdraw consent at any time without affecting the lawfulness of any processing carried out on the basis of consent prior to its withdrawal.
4. In the case of data processed directly by CEBIRO sp. z o.o., we would like to inform you that you have the right to lodge a complaint with the GIODO if you consider that the processing of your personal data concerning the provisions of the General Data Protection Regulation of 27 April 2016.;
5. Please note that your personal data will not be transferred to a third country/international organisation.
6. The processing of personal data is based on Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as GPDR)

Categories of persons which data are processed	Purposes of processing of personal data	Legal basis for the processing of personal data	Recipients of personal data	Retention period of personal data	Information on the nature of the data requirement and consequences of not providing personal data	Automated data processing	Categories of personal data concerned	Source of personal data when obtained by means other than from the data subject
Personal data of individual persons, including individual persons authorized to represent business entities, with whom CEBIRO sp. z o.o. has established cooperation or entered into talks concerning potential cooperation.	Establishment or continuation of cooperation, analysis of offers .	Personal data shall be processed on the basis of Article 6 paragraph 1b) GDPR	-	During the period of cooperation undertaken and thereafter for the limitation period of the claims which may be raised by the PDA and which may be raised against the PDA, and for the period necessary to safeguard the rights and interests of the PDA	Contractual, non-cooperation is a consequence of not providing data	-	Name, Surname, personal id, Contact number, e-mail, TAX ID	publicly accessible Internet portals, KRS, CEiDG
Personal data of individual persons which have been designated as contact persons by a counterparty or potential counterparty.	Maintaining contact with a view to the implementation or conclusion of the contract	Personal data shall be processed on the basis of Article 6 paragraph 1f of GDPR- processing is for the effective performance of a contract or for the purpose of cooperation	-	For the duration of the cooperation undertaken and after its termination, the limitation period of the claims which the PDA may raise and which may be invoked against the PDA, and also for the period necessary to protect the rights and interests of the PDA.	Contractual	-	Name, Surname, personal id, Contact number, e-mail	From a counterparty or potential counterparty
Personal data of employees and associated of CEBIRO sp. z o.o.	Enforcement of the employment contract/work/order	Personal data shall be processed on the basis of Article 6 paragraph 1b) of GDPR, Article. 6 paragraph c) of GDPR	-	During the period of concluding the employment contract/work/order	Contractual, consequence of not providing data is not concluding the contract	-	Name, Surname, personal id, adress, Contact number, e-mail image	-
Personal data of former employees and associates, interns / trainees of CEBIRO sp. z o.o.	Keeping and storage of personal files	Personal data shall be processed on the basis of Article 6 paragraph 1c) of GDPR	-	For a period of 10 years after the termination of his employment and afterwards, the limitation period for claims which the PDA may raise and which may be invoked against the PDA, as well as for the period necessary to protect the rights and interests of the PDA.	Legal	-	Name, Surname, personal id, Contact number, e-mail	-
Personal data of candidates and potential candidates for employees or associates of CEBIRO sp. z o.o.	Personal data will be processed for the potential conclusion of a contract.	Personal data shall be processed on the basis of Article 6 paragraph 1b) of GDPR	-	To decide whether or not to undertake work/cooperation, and after this decision has been taken, for the duration of the limitation period of the claims which may be raised by the PDA and which may be raised against the PDA, and for the period necessary to protect the rights and interests of the PDA	The condition of concluding the contract, the consequence of not providing the data is not concluding the contract	-	Name, Surname, personal id, Contact number, e-mail, profile photo	Publicly accessible Internet portals
Personal data of court and administrative proceedings conducted in CEBIRO sp. z o.o.	Effective judicial and administrative redress	Personal data shall be processed on the basis of Article 6 paragraph 1f) of GDPR - reprocessing is necessary for effective protection of the interests of CEBIRO sp. z o.o.	Courts, competent public authorities	During and after the proceedings, for the duration of the limitation period of the claims which may be raised by the PDA and which may be raised against the PDA, and for the period necessary to protect the rights and interests of the PDA	Legal	-	Name, Surname, personal id, adress, TAX ID	Courts, Authorities, CEiDG, KRS