

## INFORMATION ABOUT PERSONAL DATA PROCESSING

### for proxies and persons representing contractors who are legal persons or organizational units that are not legal persons to whom the law recognizes the legal capacity

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Considering the commencement of the provisions of the Regulation (EU) 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) and in particular art. 14 GDPR, we kindly inform you that:

#### I. Personal Data Controller

We inform you that the Controller of your personal data is the Baltona Group, especially Przedsiębiorstwo Handlu Zagranicznego „Baltona” S.A., with its registered office in Warsaw, ul. Komitetu Obrony Robotników 49, 02-146 Warszawa (hereinafter: the Controller). You may contact the Controller via the contact form available at: <http://www.baltona.pl/kontakt>, calling at: +48 22 519 20 00 or sending an e-mail to: [board.office@baltona.pl](mailto:board.office@baltona.pl).

In matters related to the processing of personal data and the exercise of rights under the GDPR, you can also contact the person established pursuant to art. 37(1) GDPR by the Controller with the Data Protection Officer (hereinafter: the DPO), by writing to the e-mail address: [rodo@baltona.pl](mailto:rodo@baltona.pl).

The DPO based on art. 38(5) GDPR is obliged to maintain secrecy or confidentiality regarding the performance of tasks – in accordance with the applicable law of the European Union or a Member State.

#### II. Purpose, scope, legal basis and period of the processing

Your personal data will be processed only for the purpose of:

- determining the persons authorized to represent the entity with which the Controller concludes the agreement and the scope of such authorization, and, consequently, the possibility of concluding the agreement and its validity,
- implementation of ongoing contact related to the conclusion and negotiation of a contract between the Controller and the entity for which you act, with whom they are bound by an employment relationship or a civil law contract,
- implementation of other ongoing contact and professional cooperation related to the subject of the Controller's activity,
- possible determination, investigation, or defense of claims related to the business activity conducted by the Controller.

The basis for the processing of your personal data is art. 6(1)(b) GDPR - processing is necessary for the performance of a contract to which the data subject is party, or to take steps at the request of the data subject prior to entering into a contract; (c) GDPR - processing is necessary to fulfill the legal obligation incumbent on the controller; (f) GDPR - processing is necessary for the purposes of a legitimate interest pursued by the controller or a third party, except for situations where the interests or fundamental rights and freedoms of the data subject, which require the protection of personal data, have priority over these interests.

Your personal data will be processed for the duration of the obligation to store them for the purposes set out in point II above, and after that for the period and to the extent required by applicable law and until the claims arising from them expire.

#### III. Information about data recipients

In connection with the processing of your personal data for the purposes referred to in point II, their recipients may be:

- a) previously authorized employees and associates of the Controller,
- b) public authorities and entities performing public tasks or acting on behalf of public authorities, in the scope and purposes arising directly from the provisions of generally applicable law,
- c) other entities that under the relevant agreements signed with the Controller process personal data for which the Controller is Przedsiębiorstwo Handlu Zagranicznego „Baltona” S.A.

Your data will not be transferred to third countries (i.e. countries not belonging to the European Economic Area) or international organizations.

#### IV. Rights relating to personal data processing

W związku z realizowanym przetwarzaniem danych osobowych, przysługują Państwu następujące uprawnienia:

- the right to request access to your personal data, including obtaining a copy thereof, pursuant to art. 15 GDPR,
- the right to request the rectification of your data that is incorrect, as well as to supplement the data that turns out to be incomplete, pursuant to art. 16 GDPR,
- the right to transfer your personal data, pursuant to art. 20 GDPR,
- the right to object to the processing of data for the purposes of direct marketing, as well as to object - for reasons related to your particular situation - against the processing of data on the basis of the legitimate interest of the Controller, pursuant to art. 21 GDPR,
- the right to lodge a complaint with the President of the Personal Data Protection Office with its registered office in Warsaw, Stawki 2 street, 00-193 Warsaw, if you believe that the processing of data by the Controller violates applicable law.

Your rights (except for the right to lodge a complaint) can be exercised by submitting relevant applications/statements to the Controller or the DPO, using the contact details indicated in point I of this information.

#### V. Profiling

Your personal data are not and will not be used by the Controller for making automated decisions, as well as are not and will not be subjected to profiling operations in the future.

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#### I. Personal Data Controller

We inform you that the Controller of your personal data is the Baltona Group, especially BH Travel Retail Poland Sp. z o. o., with its registered office in Warsaw, ul. Komitetu Obrony Robotników 49, 02-146 Warszawa (hereinafter: the Controller). You may contact the Controller via the contact form available at: <http://www.baltona.pl/kontakt>, calling at: +48 22 519 20 00 or sending an e-mail to: [board.office@baltona.pl](mailto:board.office@baltona.pl).

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The basis for the processing of your personal data is art. 6(1)(b) GDPR - processing is necessary for the performance of a contract to which the data subject is party, or to take steps at the request of the data subject prior to entering into a contract; (c) GDPR - processing is necessary to fulfill the legal obligation incumbent on the controller; (f) GDPR - processing is necessary for the purposes of a legitimate interest pursued by the controller or a third party, except for situations where the interests or fundamental rights and freedoms of the data subject, which require the protection of personal data, have priority over these interests.

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- a) previously authorized employees and associates of the Controller,
- b) public authorities and entities performing public tasks or acting on behalf of public authorities, in the scope and purposes arising directly from the provisions of generally applicable law,
- c) other entities that under the relevant agreements signed with the Controller process personal data for which the Controller is BH Travel Retail Poland Sp. z o. o.

Your data will not be transferred to third countries (i.e. countries not belonging to the European Economic Area) or international organizations.

#### IV. Rights relating to personal data processing

W związku z realizowanym przetwarzaniem danych osobowych, przysługują Państwu następujące uprawnienia:

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### I. Personal Data Controller

We inform you that the Controller of your personal data is the Baltona Group, especially Centrum Obsługi Operacyjnej Sp. z o. o., with its registered office in Warsaw, ul. Komitetu Obrony Robotników 49, 02-146 Warszawa (hereinafter: the Controller). You may contact the Controller via the contact form available at: <http://www.baltona.pl/kontakt>, calling at: +48 22 519 20 00 or sending an e-mail to: [board.office@baltona.pl](mailto:board.office@baltona.pl).

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- c) other entities that under the relevant agreements signed with the Controller process personal data for which the Controller is Centrum Obsługi Operacyjnej Sp. z o. o.

Your data will not be transferred to third countries (i.e. countries not belonging to the European Economic Area) or international organizations.

### IV. Rights relating to personal data processing

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#### I. Personal Data Controller

We inform you that the Controller of your personal data is the Baltona Group, especially Centrum Usług Wspólnych Baltona Sp. z o. o., with its registered office in Warsaw, ul. Komitetu Obrony Robotników 49, 02-146 Warszawa (hereinafter: the Controller). You may contact the Controller via the contact form available at: <http://www.baltona.pl/kontakt>, calling at: +48 22 519 20 00 or sending an e-mail to: [board.office@baltona.pl](mailto:board.office@baltona.pl).

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