

## Information on the Processing of Personal Data

Under Article 13 of Regulation 2016/679 on the protection of personal data (further referred to as the GDPR), please be informed that we process your personal data. Please find relevant details below.

- I. The administrator of your personal data is **Janex Sławomir i Elżbieta Wiesiak Spółka Jawna** with its registered office in Warsaw.  
Address: ul. Wagonowa 11, 02-223 Warsaw, Poland.  
E-mail: [biuro@janex.waw.pl](mailto:biuro@janex.waw.pl)
- II. Your personal data is processed:
  - a. for the purpose of conclusion and performance of a prospective contract under Article 6(1)(b) of the GDPR. The data is provided voluntarily yet it is necessary for contact purposes and for contract conclusion;
  - b. for the purpose of possible determination, enforcement of, or protection against, claims, which is recognised as a legitimate interest under Article 6(1)(f) of the GDPR;
  - c. for archive (evidence-related) purposes to safeguard information in case of a legal requirement to evidence facts, which is recognised as a legitimate interest under Article 6(1)(f) of the GDPR.
- III. The recipients of your personal data are entities providing the following services to us:
  - legal advisory services;
  - accounting services;
  - IT services;
  - merchanting.
- IV. We will keep your data obtained for the purpose of contract conclusion throughout the period of contract negotiation and by the end of the 2<sup>nd</sup> quarter of a calendar year following the year in which you made your last contact with reference to contract conclusion.  
We will be processing your data obtained in connection with contract conclusion by the end of the period of limitation of contractual claims, if any.  
We will keep your settlement data for tax purposes for five years from the beginning of the year following the financial year in which operations and transactions related to contract performance are finally completed, paid, settled or time-barred.
- V. You have the right to:
  - a) demand access to your personal data and to receive its copies;
  - b) demand rectification of your data that is incorrect;
  - c) demand that your data be deleted;
  - d) demand that the processing of data be limited;
  - e) transfer your data;
  - f) file a complaint with the President of the Personal Data Protection Office.