

Dear Sir/Madam,

In accordance with Articles 12 and 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (Official Journal of the European Union L. 2016.119.1), General Data Protection Regulation, hereinafter referred to as "GDPR", if in the course of the exchange of written or electronic correspondence you send us your personal data (including contact details), we inform that:

- 1) The Administrator of your personal data is Wessper Sp. z o.o. (limited liability company), with its registered office at ul. Jana Zamoyskiego 81/8, 30-519 Kraków, entered to the Register of Entrepreneurs of Krajowy Rejestr Sądowy (KRS, National Court Register) kept by the District Court for Kraków-Śródmieście in Kraków, 11th Economic Division, under the KRS No. 0000648605, holding NIP (Tax Identification Number) 6762517118 and REGON (Statistical Number) 365922917, share capital 5 000 zł (hereinafter: Wessper or We or The Administrator);
- 2) If you want to contact the Administrator, write to the following address: Wessper Sp. z o.o., ul. Jana Zamoyskiego 81/8, 30-519 Kraków or send an e-mail: biuro@wessper.com;
- 3) The administrator has not appointed the Data Protection Inspector.
- 4) Personal data are processed for the following purposes:
 - a) preparation for the conclusion and implementation of commercial contracts to which the Administrator is a party, invoicing, the bidding and contracting process conducted by the Administrator, i.e. pursuant to art. 6 sec. 1 lit. b) and f) GDPR.
 - b) The legitimate interests pursued by the Administrator include: actions necessary to prevent fraud, transferring personal data within a group of companies for internal administrative purposes, ensuring network and information security, pursuing claims.
- 5) The categories of recipients of personal data are:
 - a) Entities providing HR and accounting services for the Administrator,
 - b) Entities providing legal services to the Administrator,
 - c) Entities providing IT infrastructure maintenance services to the Administrator,
 - d) Entities operating within the Administrator's organizational structure.
- 6) Personal data will not be transferred to a third country or any international organization.
- 7) Personal data will be deleted on the date permitted by law (if applicable) or on the date of limitation of mutual claims of the Administrator and the person whose data is processed - depending on which of these dates is later.
- 8) You have the right to request the Administrator to access personal data, rectify it, delete or limit processing, the right to object to the processing, as well as the right to transfer data.
- 9) If the processing of data is based on your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.
- 10) You have the right to lodge a complaint with the supervisory body - the President of the Personal Data Protection Office (address: Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa).

- 11) Providing personal data is not a statutory or contractual requirement, so you are not obliged to provide them (unless you are the Administrator's contractor as a sole proprietorship or you are a person authorized to represent a legal person or an organizational unit without legal personality, which have a legal capacity provided by law - then providing personal data is a contractual requirement and failure to provide them results in the inability to conclude a contract between you and the Administrator).
- 12) The administrator does not use automated decision-making, including profiling.