



# PRIVACY POLICY

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## 1. PRIVACY POLICY

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The Privacy Policy is a key document that not only meets the legal requirements set forth in the General Data Protection Regulation (GDPR) but also serves as a foundation for building trust between Relpol S.A. and third parties not employed by Relpol S.A.

## 2. DATA ADMINISTRATOR

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Relpol S.A. based in Żary, 68-200, ul. 11 Listopada 37, Regon: 970010355, KRS: 0000088688, as the Data Controller, commits to protecting the personal data of its employees, clients, and contractors in accordance with applicable laws, especially with the Regulation (EU) 2016/679 (GDPR).

## 3. LEGAL BASES FOR PROCESSING PERSONAL DATA

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Personal data is processed on the basis of:

- consent of the data subject,
- necessity for the performance of a contract,
- compliance with legal obligations imposed on the Administrator,
- legitimate interests of the Administrator or a third party.

## 4. PURPOSES OF PROCESSING PERSONAL DATA

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Personal data is processed by Relpol S.A. for the following purposes:

- execution of contracts and pre-contractual actions (e.g., offers, negotiations),
- contact with clients, contractors, potential employees,
- marketing of products and services,
- fulfillment of legal obligations,
- conducting statistical analyses,
- achieving goals and tasks,
- protection of legitimate interests.

## 5. TYPES OF PERSONAL DATA PROCESSED

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We process personal data that is necessary to achieve the above purposes, including:

- first and last name,
- online identifier (e.g., email address, IP number, etc.),
- NIP number (Tax Identification Number),
- address data,
- other data required for the execution of a contract or task (e.g., CVs, inquiries for offers, etc.),
- data required by law and regulations related to the execution of the purpose and task.

## 6. AREA OF PERSONAL DATA PROCESSING

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The area in which personal data is processed at Relpol S.A. includes premises located in Żary, ul. 11 Listopada 37. Additionally, the area of personal data processing includes all portable computers and other data carriers that employees use to perform their job duties outside the company's headquarters, including remote work.

## 7. RETENTION PERIOD OF PERSONAL DATA

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Personal data will be retained for the period necessary to achieve the processing purposes, and after that, for the duration of the archiving obligations and until the expiration of claims.

## 8. RECIPIENTS OF PERSONAL DATA

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Personal data may be disclosed to:

- entities cooperating with Relpol S.A. in the execution of contracts,
- public authorities when required by law.

## 9. RIGHTS OF DATA SUBJECTS

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Every person whose personal data is processed by Relpol S.A. has the right to:

- access their personal data,
- rectify their data,
- delete their data,
- restrict processing,
- data portability,
- object to processing,
- lodge a complaint with the Personal Data Protection Office (PUODO)

## 10. SECURITY MEASURES FOR PERSONAL DATA

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The Administrator implements appropriate technical and organizational measures to ensure the security of processed personal data, commensurate with the risks and categories of data protected, as detailed in the internal IT Security Policy.

Examples of security measures include:

- a register of locations and individuals processing data,
- access control,
- antivirus programs,
- firewall,
- password management,
- physical security,
- collaboration with experienced suppliers,
- incident management,
- training on cybercrime,
- employee training.

## 11. COOKIES

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On the website [www.relpol.pl](http://www.relpol.pl), we use cookies and similar technologies to collect data for the purpose of:

- profiling shared content and advertisements
- analysing traffic on our website,
- creating statistics,
- customizing the content of the website to the User's preferences,
- optimizing the use of our website.

## 12. VIDEO MONITORING

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The area of Relpol S.A. is equipped with video monitoring to ensure the protection and security of property. The monitored area is marked with a sign.



## 13. CONTACT

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The person designated for contact regarding personal data protection is the Data Protection Officer Specialist, who can be contacted via:

- Email: [odo@relpol.com](mailto:odo@relpol.com)
- Phone: 507 036 012