**Appendix 11a**
**The procedure for fulfilling the disclosure requirement**

 **template of the notification when processing is based on reasonable expectations being the performance of the agreement - for distribution**

*Drafted by: K.Zaleska-Korziuk, S.Stecewicz, all rights reserved*

***content:***

Information clause

As per Art. 13 section 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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), (OJ EU L 119, p. 1), hereinafter referred to as *GDPR,*

this is to notify that:

**The Controller of your personal data is:** *CEZOS SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ SP. K.*

 On matter regarding your personal data you may contact the data Controller via: email: rodo@cezos.com or letter sent to the address: Olgierda street No. 88/B, 81-534 Gdynia

**Your personal data are processed by us for the following purposes:**

|  |  |  |
| --- | --- | --- |
| **Data processing purposes** Personal data | **Legal basis for processing** | **Data retention period** |
| **conclusion and performance of the agreement** first and last name, PESEL, tax ID No. (such as NIP or REGON), address, e-mail address, telephone number, bank account number, registered office  | GDPR Art. 6(1)(b), i.e. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; | until expiry of the statute of limitations date  |
| **fulfilment of legal obligations imposed on the controller, resulting from tax and accounting regulations** first and last name, PESEL, tax ID No. (such as NIP or REGON), address, e-mail address, telephone number, bank account number, registered office | GDPR Art. 6(1)(c), i.e. processing is necessary for compliance with a legal obligation to which the controller is subject; | until expiry of the statute of limitations date  |
| **determination, investigation and enforcement of claims as well as defence against claims in proceedings before courts and other state authorities** first and last name, PESEL, tax ID No. (such as NIP or REGON), address, e-mail address, telephone number, bank account number, registered office  | GDPR, Art. 6(1)(f), i.e. processing is necessary for the purposes of the legitimate interests pursued by the controller that involve determination, investigation and enforcement of claims as well as defence against claims in proceedings before courts and other state authorities   | until expiry of the statute of limitations date  |
| **sales analysis and statistics**  | GDPR, Art. 6(1)(f), i.e. processing is necessary for the purposes of the legitimate interests pursued by the controller that involve sales analysis and statistics  | 5 years after performance of the agreement or later |
| **Distribution of marketing content** | GDPR, Art. 6(1)(f), the data subject has given consent to the processing of his or her personal data for one or more specific purposes; | Until withdrawal of the consent |

**Your personal data may be shared with:**

* IT system providers,
* IT service providers,
* bookkeeping, customer service quality research, debt collection outsourcers, providers of legal, analytical services,
* mailing operators and couriers,
* operators of e-payment systems and banks in terms of payment execution,
* bodies entitled to receive your personal data based on legal regulations.

 **Your provision of personal data, such as:**

first and last name, PESEL, tax ID No. (such as NIP or REGON), address, e-mail address, telephone number, bank account number, registered office

**is voluntary,**  however it is **necessary**  to conclude and perform the agreement.

**GDPR give you the right to:**

* request access to your personal data (GDPR Art. 15),
* request rectification of your personal data (GDPR Art. 16),
* request erasure of your personal data or the “right to be forgotten” (GDPR Art. 17),
* request restriction of processing of your personal data (GDPR Art. 18),
* object against processing of your personal data (GDPR Art. 21),
* request transmission of your personal data (GDPR Art. 20),

If you believe that processing of your data **violates GDPR** you may **file a complaint with the supervisory body**, in particular in a member state of your residence or the member state of the alleged violation. In Poland such supervisory body is the **President of the Personal Data Protection Office.**