

## **INFORMATION CLAUSE FOR BUSINESS CUSTOMERS and their representatives**

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You are also provided this information in the abridged or full version of the information obligation given to you in the direct communication at first contact.

### **CONTROLLER OF PERSONAL DATA**

The controller (administrator) of your personal data is TALEX S.A. with its registered office at ul. Karpia 27d, 61-619 Poznań, NIP: 782-00-21-045, REGON 004772751; hereinafter: the Administrator or Us.

### **CONTACT US REGARDING PERSONAL DATA**

Would you like to notify us of a breach of protection of your personal data or send us a request concerning your rights as a data subject? Do you have questions or concerns about the protection of your personal data?

Contact information of the Data Protection Officer of TALEX:

E-mail: [iod@talex.pl](mailto:iod@talex.pl)

Address: TALEX S.A. ul. Karpia 27d, 61-619 Poznań, with reference "IOD".

### **PURPOSE AND LEGAL BASIS FOR DATA PROCESSING**

Whether you are a business customer or a named contact, your personal data will be processed for the following purposes:

1. development and submission of an offer in accordance with the individual requirements of the Customer, including both the preparation and submission of a specific service or software offer by TALEX (Art. 6(1)(b) of GDPR),
2. performance of the activities seeking to conclude a contract and the performance of the contracts concluded in accordance with the accepted terms and conditions (Article 6(1)(b) of GDPR),
3. communication with the Customer, including sending answers to questions addressed (Article 6(1)(f) of GDPR),
4. fulfilment of accounting and tax obligations, including the maintenance of accounting and tax records and for archiving purposes (Article 6(1)(c) of GDPR),
5. establishing, asserting, or defending against claims - the legal basis for processing is the necessity of the processing to pursue the legitimate interest of the Administrator. The Administrator's legitimate interest in this case is the right to conduct an assessment of the risk of claims being brought against us and to undertake a defense against them and the validity of our own claims (Article 6(1)(f) of GDPR);
6. marketing of the Administrator's own services, offering, inter alia, insurance offers, forms of financing the purchase of a vehicle and other additional services, e.g., detailing, when the processing is necessary for the purposes arising from the Administrator's legitimate interests (Article 6(1)(f) of GDPR), subject to the implementation of the communication through the communication channel of your choice [telephone, e-mail], on the basis of the consent granted in this respect (in connection with Article 10(1)-(2) of the Act on provision of services by electronic means or Article 172(1) of the Telecommunications Act),
7. creating analytical and statistical data on the basis of the legitimate interest of TALEX S.A. involving the verification of preferences and of the effectiveness of provided services for the purpose of their optimization (Article 6(1)(f) of GDPR).

For each of the above purposes, the provision of data is voluntary but essential.

The marketing of the Administrator's own services may be preceded by profiling, understood as the automated tailoring of the content provided according to the interests or needs of the customer, when the processing is necessary for the purposes of the Administrator's legitimate interests (Art. 6(1)(f) of GDPR), and in the case of profiling that materially affects your decisions, only if such consent has been given (Art. 6(1)(a) of GDPR).

### **DATA SOURCES**

Your personal data is acquired:

1. directly from you;

2. from your employer or collaborator with regard to the provision of services and sales;
3. from generally available sources of information;
4. as created in the course of the provision of services and sales.

### **DATA COLLECTION RULES**

Personal data is processed in the scope of:

1. contact information (e.g., phone number, e-mail address),
2. employment information (position, place of employment, VAT number of the company),
3. other information pertaining to services and the delivery of software, which are directly related to the information listed under items 1-3.

### **PERIOD OF DATA PROCESSING**

1. We will retain your personal data processed in connection with and on the basis of a contract for the period during which claims relating to that contract may arise, i.e., it is processed for a period of 6 years calculated from the end of the calendar year in which the contract is terminated, expired, or the transaction is completed.
2. For all other purposes based on our legitimate interest, the data is processed for the period of validity of those purposes or until you raise an objection.
3. Data processed for the purpose of sending marketing information and other data processed on the basis of consent will be processed until the consent is withdrawn. The withdrawal of this consent does not affect the legality of the processing carried out before its withdrawal.

### **DATA RECIPIENTS**

Your personal data may be made available to the following categories of trusted entities:

1. entities providing and maintaining selected IT systems and solutions (including hosting, development and maintenance of IT systems and websites, and providers of IT systems in support of business processes)
2. providers of marketing services (such as marketing agencies), companies operating our events,
3. companies that support other business processes: archiving, correspondence handling, auditors, professional advisors, debt collectors and law firms.

In some cases, external entities providing services on our behalf may act as independent administrators, e.g. the Polish Post or other postal operators, payment transaction operators.

Your personal data may be transferred outside the European Economic Area within the framework of the Administrator's use of IT solutions and systems provided by other entities, which may store personal data on servers located outside this area (including the United States) or within the framework of the Administrator's provision of business-related services - to the extent necessary for their performance, the basis for such transfer may be a decision of the European Commission stating an adequate level of protection or the application of appropriate legal safeguards, which are in particular standard contractual clauses for the protection of personal data approved by the European Commission.

### **GRANTED RIGHTS**

In relation to the processing of your personal data by the controller, you have the right to:

- withdraw your consent to processing (if we are acting on the basis of such consent),
- request access to your personal data,
- request the rectification of your personal data,
- request the erasure or restriction of the processing of your personal data,
- object to the processing on the basis of legitimate interests (unless there is an overriding legal basis) or for direct marketing purposes;
- the right not to be subject to automated decision-making that has a significant impact on the customer;
- the right to have your data transferred in a machine-readable format, either to you (the customer) or to another data controller;
- to lodge a complaint with the supervisory authority, which in Poland is the President of the Personal Data Protection Office.

**ADDITIONAL INFORMATION**

For each of the above purposes, the provision of data is voluntary but essential.

Data processing as part of the marketing of the Administrator's own services may be preceded by profiling, understood as the automated tailoring of the content provided according to the interests or needs of the customer. Whenever profiling may materially affect your decisions, the mechanism is triggered after you have given your consent.