

MAX GRAIN POLSKA sp. z o.o.  
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District Court of Poznań – Nowe Miasto and Wilda in Poznań, 9th Commercial Division of the National Court Register

Tax ID 6660007690  
Enterprise ID 10146755  
National Court Register 0000826271

## **Information on the processing of personal data**

In accordance with the provisions of *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("GDPR")*, in force since 25 May 2018, we would like to inform you about our processing of your personal data, as well as your rights in this respect:

### **Data of the Controller**

The controller of your personal data is Max Grain Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Krzewata, 62-641 Olszówka (hereinafter: the "Controller" or "we").

### **Data Protection Officer**

For matters relating to the processing of your personal data, including the exercise of your rights, please contact the Data Protection Officer appointed by the Controller by phone at: 63 27 30 385 or by email at: biuro@maxgrain.com

### **Personal data**

This information clause is addressed to you, i.e. our contractors, potential contractors, as well as their employees and associates, whose data we have received in connection with the establishment and maintenance of business relations, including for the purpose of entering into and performing the contracts concluded by us.

Data relating to our contracting parties or potential contracting parties is the data provided to us in connection with activities undertaken for the purpose of establishing a business relationship with us, including the conclusion of a contract, i.e. primarily first and last name, company name, business address, correspondence address, numbers held in the relevant Tax ID or Enterprise ID registers, Personal ID number, email address, telephone number, bank account number.

If you have not provided us with your data, we have obtained it from our contractor, a potential contractor or from a person acting on behalf of or for our contractor. We obtain personal data to the extent necessary for the conclusion and performance of the contract, the most common of which are first and last name, job title correspondence address, email address, phone number and, in some cases, identity card number.

In the case of the conclusion of an agreement directly between you and us, the provision of the data specified above was necessary for the purpose of the conclusion of the agreement and its performance, without which it would not be possible to conclude and perform the agreement with us.

If you have not entered into an agreement directly with us, providing us with personal data may have been your obligation arising from a business or other relationship between you and our contractor or potential contractor. The consequence of failing to provide the data may have been the impossibility of performing certain actions related to the conclusion or execution of the contracts concluded by us (failure to provide the data may, for example, entail the impossibility of handing over the goods to the carrier, without verifying the identity of the carrier, due to security procedures).

### **Purpose, retention period and basis of processing**

Your personal data is processed for the following purposes:

1. the conclusion and performance of the Agreement - until the conclusion of the Agreement, and after the conclusion of the Agreement for the duration of the Agreement and settlements after its termination (where you are a party to the Agreement, the basis is the necessity of the processing of the data for the conclusion and performance of the Agreement, and where you are not a party to the Agreement, the basis is the legitimate interest of the Controller (Article 6(1)(b) of the GDPR and Article 6(1)(f) of the GDPR),
2. security, including verification of your identity as co-workers and employees of the Controller's

contractors, e.g. couriers, persons transporting the goods, persons collecting the goods, for the period, the statute of limitations for claims arising from the Agreement between the Controller and the contractor (based on the Controller's legitimate interest) (Article 6(1)(f) of the GDPR),

3. fulfilment of legal obligations incumbent on the Controller e.g. storing invoices and accounting documents, making tax settlements - for the period stipulated by the law (the basis for such processing will be the applicable legal provisions) (Article 6(1)(c) of the GDPR),
4. the Controller's internal administrative purposes, this includes, in particular, the production of statistics, reporting, planning the development of services - for the time necessary for these purposes (based on the Administrator's legitimate interest) (Article 6(1)(f) of the GDPR),
5. to establish, assert or defend claims - for the period, the statute of limitations for claims arising from the Agreement (the basis for such processing will be the legitimate interests of the Controller) (Article 6(1)(f) of the GDPR),
6. establishing or maintaining business relations and direct marketing, including sending you marketing and promotional content, i.e. commercial offers, information on promotional campaigns organised by the Controller and events related to its activities - until you lodge an objection (the basis for processing will be the Controller's legitimate interests) (Article 6(1)(f) of the GDPR).

### **Objection to marketing activities**

You may object to processing for direct marketing purposes by emailing the Data Protection Officer of the Controller free of charge and at any time.

### **Your rights**

You have the right of access to the content of your personal data, the right to their rectification, erasure or restriction of processing, the right to data portability and the right to object to the processing of your personal data (in case of processing by the Controller on the basis of a legitimate interest). In order to exercise the aforementioned rights, please contact the Controller's Data Protection Officer.

You also have the right to lodge a complaint with the President of the Data Protection Authority if you consider that the Controller is infringing your personal data rights.

### **Recipients of the data**

The recipients of your personal data will be the parent company in the Controller's capital group (on the basis of legitimate interest), the Controller's contractors (if necessary for the performance of the agreement), entities supporting the Controller in its operations, including those providing IT support, telecommunications services, IT infrastructure (including servers), courier services, postal services, marketing, archiving, auditing, inspection, legal services, public administration bodies, judicial bodies and other entities authorised by the Controller.

The recipients are based in the European Economic Area. This also applies to the location of the servers on which the Controller will store your personal data.

### **Profiling**

The Controller will not make automated decisions, including as a result of profiling, that produce legal effects or similarly significantly affect you.