

### Information on the processing of personal data

1. The Controller of your personal data is Firma ADAMS Sp. z o.o. with its registered office in Baranowo ("ADAMS Company") at Nowina 20, 62-081 Baranowo, tel.: +48616507777, e-mail: [info@firmaadams.pl](mailto:info@firmaadams.pl).
2. Personal data are provided voluntary, but the failure to provide them shall make it impossible to achieve the purposes set forth herein.
3. The ADAMS Company may process your personal data for the following purposes:
  - a) **electronic and traditional correspondence:** if any correspondence not related to services provided by the ADAMS Company to you or to any contract concluded with the ADAMS Company is sent to the ADAMS Company by e-mail or mail, the personal data contained in such correspondence shall be processed only to communicate and settle the case to which the correspondence relates, which constitutes a legitimate interest of the ADAMS Company (under Article 6(1)(f) of the GDPR);
  - b) **telephone contact:** if the ADAMS Company is contacted by telephone for matters not related to the services provided by the ADAMS Company or another contract concluded with the ADAMS Company, the ADAMS Company may request personal data only if this is necessary to handle the matter to which the telephone call relates, which constitutes a legitimate interest of the ADAMS Company (under Article 6(1)(f) of the GDPR);
  - c) **provision of services or performance of contracts:** if personal data are collected to perform a specific contract, the ADAMS Company provides the data subject with details of the processing of his or her personal data upon making such a contract;
  - d) **access control to the area of the ADAMS Company:** ensuring the safety of persons and property of the ADAMS Company, access control to its area shall be applied. Personal data shall be kept in an entry-exit register and processed to ensure the safety and order in the area of the ADAMS Company and to defend, ascertain or seek claims which constitutes a legitimate interest of the ADAMS Company (under Article 6(1)(f) of the GDPR);
  - e) **monitoring:** if a person enters the area of the ADAMS Company, the ADAMS Company processes personal data in the form of a video monitoring image, which constitutes a legitimate interest of the ADAMS Company (under Article 6(1)(f) of the GDPR);
  - f) **recruitment:** fulfilling legal obligations concerning the recruitment process (under Article 6(1)(c) of the GDPR); recruiting and making a contract with a candidate upon his/her request (under Article 6(1)(b) of the GDPR). As part of the recruitment process, the ADAMS Company expects that a candidate shall provide his/her personal data (curriculum vitae) only to the extent permitted by law. If the candidate also provides other data not required by the ADAMS Company, the candidate shall be deemed to have given his/her consent to their processing (under Article 6(1)(a) of the GDPR), but such consent may be withdrawn at any time by the candidate, without affecting the lawfulness of the processing carried out before his/her withdrawal. If the submitted applications contain information inadequate for the purpose of recruitment, they shall not be used or included in the recruitment process;
  - g) **collecting personal data in connection with the ADAMS Company's business activity:** the ADAMS Company may collect personal data in connection with its business activity for other purposes, e.g. establishing and maintaining business relations, which in any case constitutes a legitimate interest of the ADAMS Company (under Article 6(1)(f) of the GDPR);
4. Your personal data may be disclosed to entities providing IT, security, HR, legal, accounting, postal, courier, printing, advertising, advisory, service, agency services to the ADAMS Company and to Delta Box Sp. z o.o. sp.k. within the exchange of information between the ADAMS Company and Delta Box Sp. z o.o. sp.k., which constitutes a legitimate interest of the ADAMS Company and of Delta Box sp. z o.o. sp.k.
5. Personal data shall be stored by the ADAMS Company for the period necessary to achieve the aforesaid purposes, but not longer than it is required by the applicable laws. In case of processing personal data on the basis of the consent, personal data shall be processed until such consent is withdrawn. The period of processing personal data may also be extended, if the processing is necessary to ascertain, defend or seek claims.
6. To the extent permitted by law, you shall have the right to request to:
  - a) access your personal data,
  - b) modify your data,
  - c) delete your data,
  - d) restrict the processing of your data,
  - e) transfer your data in a structured, widely used, machine-readable computer format. You may send these data to another controller or request that the ADAMS Company send them to another controller. However, the ADAMS Company shall only do so, if such transfer is technically possible. Your right to transfer personal data

**FIRMA ADAMS Sp. z o.o.** (previously Firma ADAM'S Adam Skrzyniarz)

Baranowo, ul. Nowina 20, 62-081 Przeźmierowo, Tel.: +48 61 650 77 77, Fax: +48 61 650 77 76, e-mail: [info@firmaadams.pl](mailto:info@firmaadams.pl), [www.firmaadams.pl](http://www.firmaadams.pl)

Business Registry Number [REGON]: 363382434, Tax Identification Number [NIP]: 7811921223, National Court Register No: 0000591581, share capital: PLN 1,000,000.00

Company registration files are kept by the District Court of Poznań Nowe Miasto i Wilda in Poznań, 8th Commercial Division of the National Court Register, 61-752 Poznań, ul. Grochowe Łąki 6

ING Bank Śląski S.A. Poznań Branch, Bank Account No[PLN]: 40 1050 1520 1000 0090 3049 2236, Bank Account No [EUR]: PL18 1050 1520 1000 0090 3049 2244 SWIFT: INGBPLPW



shall only apply to those data which ADAMS processes on the basis of the Agreement made with you or on the basis of your consent,

- f) object the processing, if the ADAMS Company processes them to pursue its legitimate interest,
- g) withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent given prior to its withdrawal, if the Adams Company processes them on the basis of your consent.

The aforesaid rights may be exercised through sending your requests to following e-mail address: [info@firmaadams.pl](mailto:info@firmaadams.pl)

- 7. You also have the right to lodge a complaint with the President of the Office for the Protection of Personal Data, if you believe that the processing of your personal data by the ADAMS Company violates the GDPR.

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