

## Information on the rules for the personal data processing

- I. The controller of your personal data, i.e. the entity that decides why and how your personal data is processed, is Tarczyński S.A. with its registered office in Ujeździec Mały 80, 55-100 Trzebnica.
- II. The Controller can be contacted by mail at the address given in Section 1 above, by phone at (71) 312 12 83, by sending a message via the contact form available at <https://tarczyński.pl/kontakt>
- III. The Controller has appointed a Personal Data Protection Inspector - Mrs. Justyna Korycka, whom you can contact by sending an email to [iod@tarczyński.pl](mailto:iod@tarczyński.pl)
- IV. Your personal data may be processed for various purposes and based on various legal bases, depending on how and why it was transferred to Tarczyński S.A. We described them in more detail in Section VI. below.
- V. We may have obtained the data directly from you, or indirectly, from another controller (e.g. in the case of obtaining it from your employer/principal who is our contractor), from other persons (e.g. guardians of minors participating in competitions) or come from sources publicly available.
- VI. Tarczyński S.A. shall process your personal data if:
  1. you are a party to an agreement with Tarczyński S.A. – in such a situation, we process your data in accordance with Article 6 (1)(b) GDPR. The data is provided directly by you, may come from public registers, the Internet or from persons who act on your behalf and is processed in order to perform such a agreement or take actions you request from us before concluding the agreement (include - name, surname, correspondence address, email address and other data related to the subject-matter of such a agreement, and if this applies to your situation - also the name of the company under which you run your business as an entrepreneur),
  2. the processing of your data is necessary to fulfill the obligations of Tarczyński S.A. in accordance with applicable law - we process such data in accordance with Article 6 (1)(c) GDPR in order to fulfill our obligations arising in particular from accounting and tax regulations, construction law, entrepreneurs' law, occupational health and safety, fire protection and sanitary regulations. The data may come from you, entities you work for or public authorities.
  3. Tarczyński S.A. also processes your personal data for purposes arising from its legitimate interests (in accordance with Article 6 (1)(f) GDPR), if:
    - a. you cooperate with Tarczyński S.A. when concluding or implementing an agreement connecting Tarczyński S.A. with your employer, customer or supplier - the processing of your data occurs in order to perform your activities arising from such an agreement, we receive your data directly from you or the entity for which you work (includes name, surname, position, telephone number, email address) email and other data necessary for you to take actions regarding a specific agreement),
    - b. you are submitting claims against Tarczyński S.A. or such claims may arise against you - the processing of your data occurs in order to establish, pursue or defend claims (applies to name, surname, address, PESEL number, as well as other necessary personal data related to the situation to which the claim relates; if this is necessary, we may also process data on health or other special category data - then the basis for processing shall be Article 9(2)(f) GDPR),
    - c. we are contacting you because you work for an entity whose services or products we are interested in, and your data has been transferred or made public by this entity or directly by you - your data is processed in order to establish cooperation with the entity for which you work (applies to data contact details - name, surname, telephone number, email address and other data necessary for cooperation),
    - d. you follow our social media channels (Facebook, Instagram, YouTube, TikTok), comment on them, react to our entries or publications, tag us or our products - the processing of your personal data occurs in order to build the image or promote our brand or products in social media (applies to data such as: account name, which may be your name and surname, as well as the image in the profile photo and other data that you enter in the profile or published content, which may in

- particular be your email address/phone number, date of birth, gender),
- e. you click on our online advertisements, banners or browse our websites - we process your personal data in order to properly configure these channels of information about our brand or products using cookies and Google Analytics mechanisms (applies to data such as: IP address, data on the history of activity on the website, location data, device type, user advertising identifier)
  - f. we present you offers or commercial information related to the presentation of our products - your data is then processed for the purpose of direct marketing of our products that you purchase from us (wholesale) or from our distributors (retail).
  - g. you are the author or co-author of works subject to copyright protection that we have not acquired directly from you - your data is processed in order to exercise our proprietary rights and to fulfill the obligations related to marking your authorship (applies to data such as name and surname or nickname, permissions professional or other related to the specificity of the work), you appeared in the recording or posed for a photo that we purchased from its author or owner (filmmaker, photographer, marketing, PR, advertising agency or other company with a similar business profile) - the processing occurs in order to use the recording or photo in accordance with the terms of the license granted to Tarczyński S.A. or the scope of the copyright transferred to us (includes: image, as well as other data provided by you in the photo or recording, including the timbre of your voice),
  - h. we contact you to ask about your satisfaction with our products or customer service, including the use of our social media channels or our website - processing is performed for the purpose of testing satisfaction with our products or service (includes: name, surname or business name account, telephone number/email address),
  - i. you have sent us a question or information using the contact form, social media chat, telephone or email - processing is performed in order to recognize your inquiry and answer it (includes: name, surname, telephone number/email address)
4. If you take part in a competition or promotion held by Tarczyński S.A. organizes for consumers (people who buy our products for their own needs unrelated to running a business) – for the purpose of submission, registering, participating in the competition - the processing of your personal data is based on your consent (Article 6(1)(a) GDPR).

You express your consent when registering - depending on the channel through which we accept applications, this is done by checking the checkbox or sending us an application for participation in accordance with the regulations of the competition or promotion.

You can withdraw such consent at any time in the same way in which it was provided. If you do not remember how you provided your consent, you can also send us a message about the withdrawal of consent to the following email address [iod@tarczynski.pl](mailto:iod@tarczynski.pl). This shall not affect the lawfulness of processing based on consent before its withdrawal.

In connection with the competition, the Controller may process participants' data, including identification and contact details, and depending on the subject of the competition, in particular when it involves an artistic performance - image, voice recording. If minors can participate in the competition, the Controller shall also process personal data of their guardians, including identification and contact details.

- VII. We shall share your personal data with other entities only to the extent necessary. Such entities may be other entities belonging to the Tarczyński Group, and partners / associates of Tarczyński S.A. with whom we cooperate (suppliers of goods or services), and in certain cases, our clients may also receive it.

The recipients of your personal data may be the following categories of entities:

- a. Polish Post, transport companies and couriers,
- b. IT companies and companies providing maintenance services for our devices or systems,
- c. advisors, including law firms, accounting offices, statutory auditors, auditing companies and companies providing us with accreditation or certification,
- d. entities supporting us administratively, including those providing correspondence, archiving and document destruction services,
- e. entities administering our website or social media channels,

- f. filmmakers, photographers, marketing, PR and advertising agencies or other companies with a similar business profile that prepare information or advertising materials for us, perform analytical analyzes related to Internet activity,
- g. Google, Facebook, Instagram, YouTube, TikTok,
- h. our business partners with whom you cooperate,
- i. running portals on the Internet or carrying out activities using targeted advertising, AdWords and similar forms of promotion).

Your data is also received by competent authorities if it is related to the implementation of their public tasks arising from legal provisions or the administration of justice.

Information about the current list of entities to which we share your data in connection with the processing that concerns you can be obtained by writing to the following email address: [iod@tarczyński.pl](mailto:iod@tarczyński.pl).

- VIII. As a rule, your personal data shall be processed within the European Economic Area (EEA). However, exceptionally, it may be transferred to our partners who process it outside the European Economic Area (EEA), but only to the extent necessary, related to our cooperation with these partners. Personal data shall be transferred to countries for which the European Commission has issued a decision stating an adequate level of protection, and in the event of its lack, security shall be ensured by appropriate safeguards, including standard contractual clauses approved by the European Commission. At the same time, we strive for our partners to also ensure an appropriate level of personal data protection. You can obtain a copy of the protection of personal data transferred outside the EEA by contacting the Controller or the Data Protection Officer to the contact details indicated above.
- IX. Your personal data shall be processed no longer than the limitation period for claims, unless:
  - a. a different deadline shall result from the legal provisions - then processing shall occur within the deadline resulting from these provisions,
  - b. the reason why we collected or process your data does not give rise to claims - then the processing shall end immediately after the purpose of processing is achieved or until you object to the processing based on our legitimate interest;
  - c. to the extent that the processing is based on your consent - then personal data shall be processed until the consent is withdrawn (if it occurs before the expiry of the limitation period for claims).
- X. You have the right to access your data, including the right to obtain a copy of this data and the right to rectify, delete it and limit its processing.
- XI. In the case of data processed in an automated manner based on your consent (Article 6(1)(a) GDPR) or in connection with your conclusion of an agreement with Tarczyński S.A. (Article 6(1)(b) GDPR) you shall have the right to request the transfer of this data to another controller.
- XII. You may object to processing based on legitimate interest (Section VI. 3 above). Tarczyński S.A. shall not process your personal data for direct marketing purposes after submitting an objection. For other processing purposes, Tarczyński S.A. may continue to process your data if there are compelling legitimate grounds for processing that override your rights and freedoms - or grounds for establishing, pursuing or defending claims.
- XIII. You shall have the right to lodge a complaint with the supervisory authority (President of the Office for Personal Data Protection) in connection with the processing of your personal data by Tarczyński S.A.
- XIV. Providing your data is voluntary, but without this data it is not possible to cooperate with Tarczyński S.A. (conclusion or performance of an agreement, contacting us, access to information and materials about our products, participation in a competition or promotion and acceptance of related benefits). Refusal to provide data may result in the inability to cooperate with the Controller, i.e. the inability to conclude or perform a contract, establish contact, access information and materials about our

products, take part in a competition or promotion and receive related benefits.

- XV. If you mark your authorship, image or other data processed on recordings or photos as part of commercial cooperation with their author (posing) - the inability to process this data may result in claims for damages against you.
- XVI. Providing data that we process due to legal requirements (Article 6(1)(c) GDPR) is mandatory - its scope and reason for its collection are regulated in the relevant provisions. These regulations are established according to the type of your relationship with Tarczyński S.A. and the purposes of processing. Failure to provide this data may affect proper cooperation with you, our clients or suppliers. It may also cause consequences for you under regulations that force us to process your data.
- XVII. Your personal data shall not be processed by us for the purpose of automated decision-making or profiled.