

# INFORMATION CLAUSE ON PERSONAL DATA PROCESSING FOR THE CONTRACTOR

Dear Sirs,

In the interest of protecting your personal data, we present the following information concerning the processing of personal data at TTN S.C.

## Personal Data Administrator

The administrator of your personal data is Ireneusz Ostojewski, Włodzimierz Ostojewski, Małgorzata Ostojewska, Katarzyna Ostojewska, partners conducting business together on the basis of a civil partnership agreement under the name **TTN S.C** with its registered office in Lublin at 4 Równa Street.

## Contact in matters related to the processing of personal data

In all matters related to the processing of your personal data, as well as in case of questions or concerns, you can contact the controller at the following e-mail address: [biuro@ttnreklama.pl](mailto:biuro@ttnreklama.pl) or by post at: ul. Równa 4, 20-350 Lublin.

## Legal basis for data processing

Your personal data will be processed for the purpose of:

- *the necessary and proper performance of a contract/service of a commercial nature, including taking action prior to entering into a contract and accepting an order at the request of the data subject; /the data provided will be processed on the basis of Article 6(1)(b) of the RODO/,*
- *to comply with a legal obligation i.e. tax and accounting, /the data provided will be processed on the basis of Article 6(1)(b) RODO/,*
- *to fulfil a legitimate interest of the controller, in particular: to assert or secure claims /the data provided will be processed on the basis of Article 6(1)(f) RODO/.*

## Recipients of personal data

Your personal data may be forwarded and made available only to entities entitled on the basis of valid legal regulations, e.g. courts, law enforcement agencies, tax authorities and other public entities, when they make such a request. We may also disclose your personal data to entities which process them on behalf of the controller, so-called processors, e.g. IT service providers, postal and other entities, however, the disclosure of your data may only take place if they ensure adequate protection of your rights.

## Period of processing of personal data

Your personal data shall be stored for the period required by generally applicable law, and longer only in those cases where the limitation period for claims related to the performance of services provided by TTN S.C. has not yet expired.

## Obligation to provide personal data

The provision of your personal data is voluntary, but is necessary for the conclusion and execution of the contract with TTN S.C.

### **Rights to which you are entitled**

You have the right to:

- access the content of your personal data,
- request the rectification of your personal data if your data in our possession is inaccurate or incomplete,
- to erase your personal data if the data is no longer necessary for the purposes for which it was collected and the Administrator has no legitimate grounds for the erasure or restriction of its processing,
- the right to restrict the processing of personal data if there are justified objections to the accuracy of your personal data
- to object to the processing of personal data to the extent that the processing is based on a legitimate interest of the Administrator,

### **Right to lodge a complaint**

In the event that you consider that TTN S.C. processes personal data unlawfully, you have the right to lodge a complaint with the supervisory authority competent for data protection, i.e. the President of the Office for Personal Data Protection.

### **Information on automated decision-making**

Your data will not be processed in an automated manner including profiling.