

# INFORMATION OBLIGATION

## CIVIL LAW AGREEMENTS

### Controller

The controller of your personal data is TenderHut Spółka Akcyjna with its registered office in Białystok, at ul. Sienkiewicza 110, 15-005 Białystok, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court in Białystok, XII Commercial Division of the National Court Register, under the number: 0000355489, NIP : 5423161397, REGON: 20034630100000, hereinafter referred to as "TenderHut" or "Controller".

### Joint Controllers

The Controller jointly controls personal data with entities belonging to the technological capital group TenderHut, which includes: TenderHut, SoftwareHut, ProtectHut, ExtraHut, LegalHut, Solution4Labs, Grow Uperion, Zonifero, Holo4Labs, Holo4Med, Evertop. Information about the TenderHut capital group is available at: <https://tenderhut.com/>. The key provisions of the agreement concluded between the Joint Controllers are available upon your request to [iod@tenderhut.com](mailto:iod@tenderhut.com) and at <https://tenderhut.com/> in the Personal Data Protection tab in the TenderHut capital group.

### Data Protection Officer

Regarding the protection of your personal data, you can contact the Data Protection Officer designated by the Controller at the following e-mail address: [iod@tenderhut.com](mailto:iod@tenderhut.com). Information on data processing is also available at <https://tenderhut.com/> in the Personal Data Protection tab in the TenderHut capital group.

### Purposes and legal grounds for processing

Your personal data may be processed for the following purposes:

1. Conclusion and performance of a civil law contract. The legal basis for data processing is Art. 6 sec. 1 letter b) GDPR. Processing is necessary for the conclusion and performance of the contract, as well as for taking steps prior to its conclusion, e.g. conducting negotiations;
2. Fulfillment of legal obligations incumbent on the Controller in connection with the conclusion and performance of the contract, e.g. accounting and bookkeeping resulting from the provisions of the Accounting Act or tax obligations related to the settlement of income tax in accordance with the provisions of the Tax Code, the Act on personal / legal income tax and other tax regulations. The legal basis for data processing is Art. 6 sec. 1 letter c) GDPR;
3. Protection of the Controller's legitimate interests consisting in:
  - 1) ensuring business continuity after the termination of cooperation with a co-worker who has so far performed tasks for the Controller (basis: Art. 6 sec. 1 letter f) of the GDPR),
  - 2) the possibility of pursuing claims or defending against claims, including through court proceedings based on the provisions of the Civil Code, the Penal Code or other relevant legal regulations (basis: Art. 6 sec. 1 letter f) of the GDPR).

## **Data recipients**

The recipients of personal data may be authorized employees of the Controller, Joint Controllers and other persons acting under the authority of the Controller, courts and other public authorities authorized to receive your data on the basis of relevant legal provisions. The data may be made available to entities with which the Controller has concluded a Processing Agreement or otherwise legalized the processing of your data.

## **Data storage period**

Your personal data will be kept for the time necessary to achieve the purposes for which they are processed:

1. In the case of data processed for the purpose specified in sec. 1. Purposes and legal grounds for processing section - for the duration of the contract;
2. In the case of data processed for the purpose specified in sec. 2. Purposes and legal grounds for processing - for a period of 5 years from the end of the calendar year in which the event giving rise to the accounting, accounting or tax obligation occurred;
3. In the case of data processed for the purposes set out in: sec. 3 point 1) above Section - for the period necessary to take over the current duties by another associate, but no longer than 3 months after the termination of cooperation; sec. 3 point 2) above Section - for 3 years from the termination of cooperation, and in the case of pending proceedings, for the duration of such proceedings until their final conclusion or until the claims resulting from the concluded contract are time-barred.

## **Data processing rights**

You have the following rights: a) access your data and receive a copy of it; b) rectify (correct) your personal data; c) restrictions on the processing of personal data; d) deletion of personal data; e) object to processing (in the case of processing based on Article 6 sec. 1 letter f) of the GDPR); f) file a complaint to the President of the Personal Data Protection Office, if it is found that the processing of personal data violates the provisions of the GDPR.

## **Requirement to provide data**

Providing data processed for the purposes indicated in sec. 1 of the Purposes and legal grounds for processing section is a condition for the conclusion and performance of the contract. Providing data processed for the purposes indicated in sec. 2 above The section remains a statutory requirement and is mandatory. The consequence of not providing data in the required scope will be the inability to conclude a contract and its settlement.

## **Data transfer to a third country**

Your personal data will not be transferred to a third country or an international organization.

## **Automated decision making**

Your personal data will not be used for automated decision making, including profiling, in relation to your person.