

## Information clause for representatives, employees of the Client, proxies appointed to handle the contract on behalf of the Client

### I. Personal Data Controller (Controller)

Grant Thornton Legal Maślanko Kancelaria Prawna spółka komandytowa with the registered seat in Poznań, at ul. Abpa. A. Baraniaka 88 E (61-131 Poznań), entered into the Register of Entrepreneurs under KRS number 0000444633.

The Controller does not have a Data Protection Officer as it is not legally obliged to appoint one.

If you have any questions on data protection, please contact us at: [iod@pl.gt.com](mailto:iod@pl.gt.com).

### II. Purposes and legal bases of personal data processing

Lp.	Cel przetwarzania	Podstawa prawna	Okres przetwarzania
1.	Day-to-day handling of the concluded contract - to ensure the continuous and uninterrupted operation of the business, internal administrative purposes (including service management), necessary contractual settlements	Article 6(1)(b) of GDPR (performing the contract)	For the duration of the contract.
2.	Performance of the Controller's legal obligations - such as paying contributions and advance payments of the income tax	Article 6(1)(c) of GDPR (legal obligations)	For the period prescribed by law, i.e. 5 years (counted from the end of the calendar year in which the tax deadline expired).
3.	Acceptance of a report and investigation of the report in accordance with the Whistleblower Protection Act	Article 6(1)(c) of GDPR (legal obligation)  <b>Regarding sensitive data:</b> Article 9(2)(g) of GDPR (substantial public interest, on the basis of EU and Polish law)	For 3 years after the end of the calendar year, in which the follow-up activities were completed, or after the completion of the proceedings initiated by these activities.  Personal data that are not relevant to the case, are not collected, and if accidentally collected, they are immediately deleted. The deletion of such personal data shall take place within 14 days after it is determined that it is not relevant to the case.
4.	Investigation and defence against claims and for archiving purposes	Article 6(1)(f) of GDPR (legitimate interest)	For the period of the statute of limitations for claims (at least 3 years counted from the end of the calendar year when webinar had taken place).

### III. Source of your data

If we did not obtain the data directly from you, it means that the source of the data is your employer or an entity represented by you.

#### **IV. Data recipients**

We may share your personal data with: postal operators, state authorities, [companies related to the Controller](#), including entities associated within Grant Thornton International (GTI) - as part of internal administrative purposes, as well as in cases of entrusting personal data if the associated entity is a subcontractor of the Controller.

Additionally, data may be entrusted in particular to: software suppliers, entities providing us with IT services, administrative services, document destruction and archiving services, consulting services in the field of personal data protection, marketing services.

#### **V. Transfer of personal data to a third country**

Personal data will generally not be transferred outside the European Economic Area (EEA) or made available to international organizations. If we decide to use the services of suppliers from outside the EEA, the transfer of data will be always based on the decision of the European Commission stating the appropriate level of protection of personal data, and in the absence of such decision, the transfer takes place on the basis of standard contractual clauses adopted by the European Commission (Commission Implementing Decision (EU) 2021/ 914 of June 4, 2021 on standard contractual clauses regarding the transfer of personal data to third countries pursuant to the GDPR).

If you want a copy of standard contractual clauses or information about the security measures used in data transfer, please write to the address given in point I.

#### **VI. Catalogue of data subjects' rights**

You have the following rights:

- a. to access your personal data,
- b. to correct (rectify) the data,
- c. to have the data erased (unless the criteria provided for in Article 17(3) of GDPR are satisfied),
- d. to restrict the processing,
- e. to data portability,
- f. to file a complaint with the Personal Data Protection Office (in Poland: Prezes Urzędu Ochrony Danych Osobowych).

We would like to point out separately that you have the right to object to the processing if it is based on the so-called legitimate interest of the Controller [Article 6(1)(f) of the GDPR - see the table in point II].

#### **VII. Automated decision making, including profiling**

We do not use profiling nor automated decision making, in the processing of personal data.