

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("GDPR") is in effect since 25 May 2018. Please be advised that OKB Sp. z o. o. with its registered office in Bukowiec, ul. Rokicińska 108/110, 95-006 Brójce (with its related party: OKB2 Jankowski Goliński Sp. J., Bukowiec, ul. Rokicińska 108/110, 95-006 Brójce) is the administrator of your personal data.

## **INFORMATION ON PROCESSING OF PERSONAL DATA**

Implementing the obligation resulting from art. 13 pt. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (hereinafter "GDPR") below, we explain the principles under which we process your personal data, and we discuss your basic rights related to the processing of your personal data.

### **Administrator of personal data**

OKB Sp. z o. o. (eng: "OKB Ltd.") with its registered office in Bukowiec, ul. Rokicińska 108/110, 95-006 Brójce, Poland (Tax no: PL7282730338) and its related company: OKB2 Jankowski Goliński Sp. j. (eng: "OKB2 Jankowski Goliński general partnership"), located in Bukowiec, ul. Rokicińska 108/110, 95-006 Brójce, Poland (Tax no: PL7282810474) - both hereinafter referred to as "OKB" - is the administrator of your personal data.

OKB keeps its personal data confidential and protects it against unauthorised access by third parties on the terms set in GDPR and national laws on the protection of personal data (in particular in the Protection of Personal Data Act of 10 May 2018).

If you have any questions about processing of personal data by OKB, we remain at your disposal at the following e-mail address: [biuro@okb1.com.pl](mailto:biuro@okb1.com.pl)

### **The scope and purposes of personal data processing**

As part of its activities, OKB collects and processes personal data:

1. for purposes resulting from legitimate interests pursued by OKB as a personal data administrator, i.e. to provide services to its clients, marketing (including information about events organised by OKB, events in which OKB participates, etc.), as well as analytical and statistical purposes and to ensure IT security related websites  $\pm$  [OKBkb1.com.pl](http://OKBkb1.com.pl)
2. in order to perform contracts concluded by OKB with clients or with suppliers and other entities cooperating with OKB (legal basis: Article 6 paragraph 1 letter b) of the GDPR);
3. to recruit those interested in working or cooperating with OKB (legal basis: Article 6 (1) (c) and Article 6 (1) (a) of the GDPR respectively);
4. in order to fulfil the legal obligations imposed on OKB (legal basis: Article 6 (1) (c) of the GDPR);

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5. if we ask your consent for the processing of personal data - for the purpose indicated when asking for such consent (legal basis: Article 6 (1) (a) and (GDP).

The processing of your personal data takes place on a voluntary basis, however, depending on the circumstances, the refusal to provide access to data or requesting their removal may prevent us from contacting you, providing you with information about events and activities or service offered by us.

#### **Transfer of personal data to other entities**

External service providers may in particular be recipients of your personal data (e.g. entities providing legal advice, accountancy, auditing, IT and marketing-promotion services, as well as other entities processing data on behalf of OKB on the basis of a personal data processing agreement).

OKB, in connection with cooperation with its suppliers, may entrust the processing of your personal data to them. In any case, these entities will be obliged to keep your personal data confidential and to process them in accordance with the provisions on the protection of personal data.

Your personal data is not transferred to countries outside of European Union or European Economic Area.

#### **Processing period**

Your personal data will be processed, as appropriate:

1. until the relevant legitimate interests of OKB have been fulfilled as the data controller;
2. until the expiration of the time limits for claims arising under the contract with which processing of personal data is associated;
3. until the end of the period in which OKB is legally obliged to continue processing (in particular, storage) of personal data;
4. until you object to the processing of your personal data for marketing purposes;
5. until you object to receiving any information from OKB ;
6. until you withdraw your consent to the processing of personal data, if the processing takes place only on the basis of the granted consent.

#### **No profiling**

Your personal data is not subject to profiling as one of personal data's automated processing forms.

#### **Your rights**

In accordance with the principles set in GDPR and in the scope provided for, you have right to access your personal data, right to rectify, delete or limit processing, right to data transfer, and right to withdraw your consent to the processing of your personal data (withdrawal can be made at any time, without affecting the lawfulness of the processing which OKB has made on the basis of the consent granted prior to its withdrawal).

If you do not want OKB to process your personal data for marketing purposes, you can, at all times, object to the processing of personal data for this purpose.

If You wish to do so, You must notify OKB by mail or e-mail on aforementioned contact details.

**The right to lodge a complaint**

If, in your opinion, OKB processes your personal data breaching the GDPR regulations, you have the right to file a complaint to the supervisory body, i.e. President of the Personal Data Protection Office (until 25 May 2018: the General Inspector for Personal Data Protection).