

## **Information**

**about the protection of personal data of natural persons and the method of processing of these data**

**in connection with the business activities of Parker Poland Sp. z o.o. with its seat in Warsaw**

**in compliance with the provisions of the 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 and repealing Directive 95/46/EC**

On 25 May 2018, 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 and repealing of Directive 95/46 / EC comes into force. For this reason, all entities in the European Union which have access to personal data of natural persons and process these data are required to perform these activities in accordance with the above-mentioned legal act.

Due to the above, Parker Poland Sp. z o.o. as the administrator of your personal data is also obliged to apply the above provisions when processing personal data.

### **I. The basis for the processing of personal data, the period of their storage**

1. Parker Poland Sp. z o.o. acquires personal data of clients, employees and co-workers for the purpose of the conducted business activity or in connection with this activity. The data is used only during the term of the contract for the purpose of its implementation.
2. In particular, the data is processed in order to:
  - 2.1. conclude and perform obligations resulting from contracts,
  - 2.2. submit sales offers,
  - 2.3. send correspondence related to the conducted business activity and offered services and goods via the postal operator or by electronic means,
  - 2.4. provide maintenance services or execute complaint proceedings,
  - 2.5. pursue claims or participate in pending court or administrative proceedings,
  - 2.6. market and advertise the company's activities.
3. Personal data will be stored:
  - 3.1. for the period of contract performance and resulting claims,
  - 3.2. for the period of storage of data provided for by law,
  - 3.3. for the period of any complaints and claims for compensation resulting from the conducted business activity

### **II. Type of personal data processed:**

1. name and surname,
2. e-mail address,
3. residence address,
4. mailing address,

5. contact phone number,
6. PESEL (Personal Identification Number),
7. NIP (Taxpayer identification Number),
8. ....

### **III. Information and access to personal data**

Each person, whose personal data is processed by Parker Poland Sp. z o. o. is entitled to obtain information and access to his/her personal data. In accordance with the provisions of the above-mentioned regulation, anyone whose personal data is processed may request from the company:

1. confirmation of whether his/her personal data is being processed,
2. access to his/her personal data,
3. providing of information about:
  - 3.1. the aim for processing,
  - 3.2. the type of personal data processed,
  - 3.3. categories of recipients,
  - 3.4. the planned period of data storage
4. issuing of copies of processed data,
5. correcting of incorrect personal data,
6. updating of personal data within the indicated scope,
7. limiting of the processing of personal data in case of irregularities in their processing,
8. erasure of data which has been processed contrary to the terms of consent or provisions of the Regulation,
9. transfer of data to another administrator in a commonly used machine-readable format

### **IV. Transfer of personal data.**

Parker Poland Sp. z o. o. within the scope of its business activity, transfers personal data to the following entities:

1. employees and cooperating entities,
2. entities providing legal and consulting services,
3. entities providing IT services,
4. entities providing medical and insurance services within the scope of performance of contracts for the provision of services,
5. entities providing postal and courier services to the extent necessary to perform activities related to the business activity and interests of the person whose data is made available

### **V. The right to withdraw consent to data processing**

Each person, who has consented to the processing of his/her personal data, is entitled to withdraw such consent at any time without affecting the compliance with the law of processing, which was made on the basis of consent before its withdrawal.

## **VI. The right to erasure**

1. The person whose personal data is processed has the right to demand immediate erasure of his/her personal data. The administrator will immediately erase personal data if one of the following conditions exists:
  - 1.1. personal data are no longer necessary in relation to the purposes for which they have been collected or otherwise processed;
  - 1.2. the data subject has withdrawn his/her consent,
  - 1.3. the data subject has raised an objection,
  - 1.4. personal data have been processed in breach of the law,
  - 1.5. personal data must be erased in order to comply with the legal obligation,
  - 1.6. personal data have been collected in connection with the offer for the services of information society, as referred to in art. 8 section 1 of the Regulation

## **VII. The right to object**

The data subject for reasons related to his/her particular situation, has the right to object at any time, as the company processes his / her personal data. In this case, Parker Poland Sp. z o.o. will not have the right to process data unless the company demonstrates the existence of important legally valid grounds for processing that override the interests, rights and freedoms of the data subject or the grounds for establishing, investigating or defending claims.

## **VIII. The right to lodge a complaint**

If you determine that Parker Poland Sp. z o.o. processes your personal data unlawfully, you have the right to file a complaint to the President of the Office for Personal Data Protection.

## **IX. Administrator's data**

Parker Poland Sp. z o.o. with its registered office in Warsaw at ul. Reniferowa 88, (03-289) Warsaw, entered in the register of entrepreneurs kept by the District Court for the capital city of Warsaw in Warsaw XIII Division of the National Court Register under the National Court Register number (KRS) 0000109461, Taxpayer Identification Number (NIP) 5260211392, with share capital in the amount of PLN 3 982 000,00.