

**DATA PROCESSING RULES (PRIVACY POLICY) AT POLIMEX MOSTOSTAL S.A. WITH REGISTERED OFFICE IN WARSAW AND COMPANIES THAT ARE PART OF THE POLIMEX MOSTOSTAL CAPITAL GROUP**

**In relation with obligations resulting from 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 (General Data Protection Regulation) the Polimex Mostostal Capital Group informs about its rules of data processing**

**DEFINITIONS**

<b>GDPR</b>	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 (General Data Protection Regulation)
<b>Polimex Mostostal Capital Group or PxM CG</b>	means companies that belong to the Polimex Mostostal Capital Group <a href="#">Companies   Polimex Mostostal S.A. (polimex-mostostal.pl)</a>
<b>Company or Controller/s</b>	means Polimex Mostostal S.A. with registered office in Warsaw at Jana Pawła II 12 ave, 00-124 Warsaw and Companies that are part of the PxM CG which appointed DPO (Polimex Infrastruktura sp. z o.o. with registered office in Warsaw at Jana Pawła II 12 ave, 00-124 Warsaw, Polimex Energetyka sp. z o.o. with registered office in Warsaw at Jana Pawła II 12 ave, 00-124 Warsaw, Polimex Budownictwo spółka z ograniczoną odpowiedzialnością sp.k. with registered office in Siedlce at Terespolska 12, 08-110 Siedlce, Polimex Operator spółka z ograniczoną odpowiedzialnością sp. k. with registered office in Warsaw at Jana Pawła II 12 ave, 00-124 Warsaw, Naftoremont-Naftobudowa sp. z o.o. with registered office in Płock (sales dep. at Jana Pawła II 12 ave, 00-124 Warsaw) at Zglenickiego 46, 09-411 Płock, Mostostal Siedlce spółka z ograniczoną odpowiedzialnością sp. k. with registered office in Siedlce at Terespolska 12, 08-110 Siedlce, „Energomontaż-Północ-Bełchatów” sp. z o.o. with registered office in Rogowiec at Montażowa 2, 97-427 Rogowiec, „Stalfa” sp. z o.o. with registered office in Sokołów Podlaski at Oleksiaka Wichury 2, 08-300 Sokołów Podlaski), who independently or jointly with others sets the purposes and means of processing personal data
<b>Group of Undertakings</b>	in accordance with recital (37) of the GDPR means in particular controlling undertaking and its controlled undertakings, whereby the controlling undertaking should be the undertaking which can exert a dominant influence over the other undertakings by virtue, for example, of ownership, financial participation or the rules which govern it or the power to have personal data protection rules implemented
<b>DPO and DPO deputy</b>	Data Protection Officer, i.e. one DPO for the Group of Undertakings - Companies (contact details: <a href="https://www.polimex-mostostal.pl/node/2994">https://www.polimex-mostostal.pl/node/2994</a> ) and DPO deputy at Mostostal Siedlce sp. z o.o. sp. k. (contact details: Artur Litwińczuk, <a href="https://www.mostostal.siedlce.pl/#">https://www.mostostal.siedlce.pl/#</a> overlap about the Company, personal data protection)
<b>personal data</b>	means any information relating to an identified or identifiable natural person
<b>data subject</b>	natural person whose personal data is processed by the Controller, e.g. a person visiting the Controller's premises or sending an inquiry to the Controller

### Information on the processing of personal data of website users

#### PURPOSES AND LEGAL BASIS

- in case of sending e-mail correspondence to us using communications channels available at <https://www.polimex-mostostal.pl/en> in matters that are not related to our ongoing cooperation, in particular with the concluded contract, personal data contained in correspondence is processed solely for the purpose of communication and resolving the matter to which the correspondence relates. In this situation, the basis for the processing of personal data is the implementation of our legitimate interests consisting in conducting correspondence (Art. 6 (1) (f) of the GDPR);
- in case of calling us at the contact numbers available at <https://www.polimex-mostostal.pl/en> in matters not related to our current cooperation, in particular with the concluded contract, personal data are processed only when it is necessary to handle the matter to which the contact relates. Also in this situation, the basis for the processing of personal data is the implementation of our legitimate interests consisting in settling the matter reported to us (Article 6 (1) (f) of the GDPR);
- personal data may also be processed for the purpose of website administration: <https://www.polimex-mostostal.pl/en>. Also in this situation, the basis for the processing of personal data is the implementation of our legitimate interests consisting in administering the website (Article 6 (1) (f) of the GDPR). Our legitimate interests may also include protecting and supporting our business, our employees and associates, contractors, shareholders, preventing and detecting anti-social behavior and fraud, as well as crime, promoting our services and products, as well as pursuing and defending our claims in the event of when necessary.

In connection with the purposes, we collect and process the data contained in the correspondence addressed to us, name, surname, e-mail address, it may also be a telephone number, details of e-mail messages that we send to you that are opened by you, including the links contained therein, on which you click (e.g. those that allow you to determine if and when you opened such communication), information about your behavior while browsing the website, cookies, IP address if necessary, other data sent via standard HTTP request headers (s), data used to keep the session online.

Polimex Mostostal S.A. also has a public LinkedIn social profile. Therefore, as the Controller, the Company processes data that are left by visitors to this profile (including comments, online identifiers). Personal data of such persons are processed for purposes:

- enabling activity on the LinkedIn profile;
- effective profile management by providing portal users with information about the Controller's initiatives and other activities and in connection with the promotion of various types of events, services, products;
- may possibly be processed for the purpose of pursuing and defending against claims.

The basis for the processing of personal data in the situation referred to above is the legitimate interest of the Controller (Article 6 (1) (f) of the GDPR) consisting in promoting its own brand and the quality of the services provided, increasing the communication reach and strengthening the Controller's internal operational processes (e.g. support for the recruitment process), as well as, if necessary, consisting in pursuing claims and defending against claims.

**The above information does not apply to the processing of personal data by the Controller of LinkedIn.**

<b>RETENTION</b>	We will store personal data for the period necessary to achieve the purpose for which the personal data was collected or for which they are processed, to the extent necessary to comply with the applicable legal requirement or to the extent indicated in the light of applicable archiving regulations.
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities authorized to maintain them on the basis of legal regulations, if they so request, e.g. judicial authorities;</li> <li>▪ data recipients may also be our employees and associates, as well as entities processing personal data on our behalf, i.e. providing consulting, business support, archiving and IT services for us.</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access to your data and obtain a copy of it;</li> <li>▪ rectify your data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever the data subject considers that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Your personal data will not be processed only in an automated manner that may cause negative legal effects to you.</p>
<b>IS THE PROVISION OF DATA NECESSARY</b>	Providing data is completely voluntary. However, failure to provide them will result in the inability to use our services to the extent that their use is necessary to process them.

#### DATA PROCESSING BY THE CONTROLLER

##### Information on the processing of personal data of employees

<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ conclusion and performance of the concluded employment contract (Article 6 (1) (b) of the GDPR);</li> <li>▪ fulfilling the obligations of the employer and the corresponding rights of the employee, resulting from the provisions of law, including labor law (Article 6 (1) (c) of the GDPR), i.e. in particular for the purpose of settling and paying remuneration, calculating charges and contributions to the Insurance Institution Social, reporting employees to the Social Insurance Institution and updating data, improving the professional qualifications of employees;</li> <li>▪ implementation of the legitimate interests of the Controller, i.e. for the purpose of exchanging e-mail or written correspondence with our business partners, for marketing purposes, monitoring e-mail, websites viewed, control of access to rooms, including in connection with with the use of video monitoring, GPS, handling, pursuing and defending claims in the event of mutual claims, in connection with the implementation of internal administrative purposes related to mutual data transfer within the PxM Capital Group, e.g. for the purposes of temporary delegation to work in another company from the PxM CG keeping employment statistics, human resource management, recruitment within the PxM Capital Group, centralization of HR and payroll processes, occupational health and safety management, fulfillment of contractual</li> </ul>
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	<p>obligations imposed on us by our business partners, e.g. in connection with the need to provide access to place of contract performance, demonstration of your qualifications and rights to perform concluded contracts (Article 6 (1) (f) of the GDPR);</p> <ul style="list-style-type: none"> <li>▪ fulfilling obligations and exercising specific rights in the field of labor law, social security and social protection (Article 9 (2) (b) of the GDPR), i.e. in particular for the purpose of providing benefits from the Company Social Benefits Fund;</li> <li>▪ for the purposes of occupational medicine, work capacity assessment, healthcare or social security and social protection (Article 9 (2) (h) of the GDPR);</li> <li>▪ based on the consent obtained, for other purposes related to employment and performance of the contract (Article 6 (1) (a) of the GDPR, Article 9 (2) (a) of the GDPR).</li> </ul>
<p><b>RETENTION</b></p>	<p>The data is processed for the period necessary for the purposes for which it was collected and for which it is processed, not longer than for the period and to the extent required by law (e.g. 50/10 years, counting from the end of the calendar year in which the employment relationship has been dissolved or has expired, unless separate regulations provide for a different period of storage of employee documentation - Article 94 point 9b of the Labor Code; 5 years as regards applications for social insurance in the form of an electronic and paper document - Article 36 of the Act on the Social Insurance System) or for us to pursue the legitimate interests of the Controller. If the basis for the processing of personal data is consent, the data will be stored until the completion of the purpose to which the consent relates, but no longer than until its withdrawal.</p>
<p><b>RECIPIENTS</b></p>	<ul style="list-style-type: none"> <li>▪ entities authorized to maintain data on the basis of legal regulations, eg Tax Offices, the Social Insurance Institution;</li> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting services, business support such as archiving and document destruction services, consulting in the field of calculating social security contributions, calculating labor costs, couriers, lawyers as well as our subcontractors;</li> <li>▪ our contractors in connection with the economic activity conducted by the Controller, also in connection with enabling the use of specific services by data subjects, i.e. in particular the provision of medical / health services, brokerage services, training or financial institutions (implementation of financial security, specimen signature cards).</li> </ul>
<p><b>DATA SUBJECT RIGHTS</b></p>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access to your data and obtain a copy of it;</li> <li>▪ rectify your data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ restrictions on the processing of personal data;</li> <li>▪ transfer of your personal data;</li> <li>▪ withdrawal of consent to the processing of your personal data to the extent that consent was given at any time without affecting the lawfulness of the processing, which was made on the basis of consent before its withdrawal.</li> </ul> <p>Whenever the data subject considers that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Your personal data will not be processed only in an automated manner that may cause negative legal effects to you.</p> <p>Personal data will not be profiled. For the purposes of fulfilling the obligations arising from the employment contract related to the calculation of the amount of remuneration and other benefits, data may be subject to automated processing. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner.</p>

<b>EEA</b>	In connection with employment and the implementation of contracts concluded by us with our business partners, there may be a situation of sharing personal data outside the European Economic Area. In this situation, your personal data will be transferred on the basis of a positive decision of the European Commission, and in its absence, if we provide appropriate safeguards, and provided that the enforceable rights of the data subjects are in force. In the event of such a situation, you will be informed about it.
<b>IS THE PROVISION OF DATA NECESSARY</b>	Providing personal data to the extent resulting from legal provisions, including Art. 22 <sup>1</sup> of the Labor Code is a prerequisite for the conclusion and performance of the contract. In the remaining scope, in particular, when the legal basis for the processing of personal data is consent, providing the data is voluntary, and failure to do so will result in the inability to achieve the purpose for which the data is collected.
<b>Information on the processing of personal data of associates</b>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ conclusion and performance of the concluded civil law agreement (e.g. mandate contract, contract for specific work, cooperation contract (Article 6 (1) (b) of the GDPR);</li> <li>▪ fulfillment of the legal obligation's incumbent on the Controller as the ordering party (Article 6 (1) (c) of the GDPR), i.e. in particular in order to report an associate to the Social Insurance Institution and update the data;</li> <li>▪ implementation of the legitimate interests of the Controller, i.e. for the purpose of exchanging e-mail or written correspondence with our business partners, for marketing purposes, monitoring e-mail, websites viewed, control of access to rooms, including in connection with with the use of video monitoring, GPS, handling, pursuing and defending claims in the event of mutual claims, in connection with the implementation of internal administrative purposes related to the mutual transfer of data within the PxM CG, e.g. for the purposes of human resources management, recruitment within the PxM CG, security management, health and hygiene at work, fulfillment of contractual obligations imposed on us by our business partners, e.g. in connection with the need to provide access to the place of contract performance, demonstrate your qualifications and rights to perform concluded contracts (Article 6 (1) (f) of the GDPR);</li> <li>▪ on the basis of consent, for other purposes related to cooperation and performance of the contract (Article 6 (1) (a) of the GDPR, Article 9 (2) (a) of the GDPR).</li> </ul>
<b>RETENTION</b>	The data will be kept for the period necessary for the purposes for which they were collected and processed, not longer than for the period and to the extent required by law (e.g. data of associates are deleted after the expiry of the limitation period for claims, which will differ in depending on the type and nature of the concluded contract, in particular, the limitation period for claims for periodic benefits and claims related to running a business is 3 years) or for the Controller's legitimate interests. If the basis for the processing of your personal data is your consent, the data will be stored until the end of the purpose to which the consent relates, but no longer than until its withdrawal.
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities authorized to maintain data on the basis of legal regulations, e.g. Tax Offices, the Social Insurance Institution;</li> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting services, business support such as archiving and document destruction services, consulting in the field of calculating social security contributions, calculating labor costs, couriers, lawyers as well as our subcontractors;</li> </ul>

	<ul style="list-style-type: none"> <li>our contractors in connection with the economic activity conducted by the Controller, also in connection with enabling the use of specific services by data subjects, i.e. in particular the provision of medical / health services, brokerage services, training or financial institutions (implementation of financial security, signature specimen cards).</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>access to your data and obtain a copy of it;</li> <li>rectify your data, if the data is incorrect or incomplete;</li> <li>object to data processing;</li> <li>restrictions on the processing of personal data;</li> <li>transfer of your personal data;</li> <li>withdrawal of consent to the processing of your personal data to the extent that consent was given at any time without affecting the lawfulness of the processing, which was made on the basis of consent before its withdrawal.</li> </ul> <p>Whenever the data subject considers that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Your personal data will not be processed only in an automated manner that may cause negative legal effects to you.</p> <p>Personal data will not be profiled. For the purposes of fulfilling the obligations arising from the contract related to the calculation of the amount of remuneration and other benefits, data may be subject to automated processing. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner.</p>
<b>EEA</b>	<p>In connection with employment and the implementation of contracts concluded by us with our business partners, there may be a situation of sharing personal data outside the European Economic Area. In this situation, your personal data will be transferred on the basis of a positive decision of the European Commission, and in its absence, if we provide appropriate safeguards, and provided that the enforceable rights of the data subjects are in force. In the event of such a situation, you will be informed about it.</p>
<b>IS THE PROVISION OF DATA NECESSARY</b>	<p>Providing personal data is voluntary, but it is a prerequisite for the conclusion and performance of the contract. Failure to provide them will result in the inability to perform the contract and other purposes for which the data is collected.</p>
<b>Information on the processing of personal data of job applicants</b>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>in the case of preference for employment based on an employment contract in order to perform obligations resulting from legal provisions related to the recruitment process, including, in particular, the Labor Code - the legal basis for processing is the legal obligation incumbent on the Controller (Article 6 (1) (b) of the GDPR) c GDPR), and if you prefer employment based on a civil law contract, the legal basis for the processing of data contained in the application documents is taking action before concluding the contract (Article 6 (1) (b) of the GDPR);</li> <li>in order to conduct the recruitment process in the field of data not required by law or by the Controller, as well as for future recruitment, the legal basis for data processing is consent (Article 6 (1) (a) of the GDPR, Article 9 (2) (a) of the GDPR);</li> <li>in order to participate in the recruitment process conducted by other companies belonging to the PxM CG, based on the consent granted for this purpose (Article 6 (1) (a) of the GDPR);</li> </ul>

	<ul style="list-style-type: none"> <li>▪ in order to verify the qualifications and skills and determine the terms of cooperation, the legal basis for the processing of personal data is the legitimate interest of the Controller (Article 6 (1) (f) of the GDPR). The legitimate interest of the Controller is the verification of candidates for work / cooperation and defining conditions of work;</li> <li>▪ in order to establish or pursue possible claims or defend against such claims by the Controller, the legal basis for data processing is the Controller's legitimate interest (Article 6 (1) (f) of the GDPR).</li> </ul>
<b>RETENTION</b>	Personal data will be stored until the end of the recruitment, and if we have your consent to the processing of data for the purposes of future recruitment, until it is useful. In both cases, we will delete the data no later than one year after collection, and in any case for the longest until you withdraw your consent.
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities authorized to receive them on the basis of legal provisions, if such entities / authorities submit a request for information based on an appropriate legal basis and in accordance with applicable law;</li> <li>▪ entities processing personal data on our behalf, i.e. companies providing specific services to us, the performance of which involves the processing of personal data, e.g. entities providing advisory services for us, or companies from the PxM CG, if consent is given.</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access to your data and obtain a copy of it;</li> <li>▪ rectify your data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ restrictions on the processing of personal data;</li> <li>▪ transfer of your personal data;</li> <li>▪ withdrawal of consent to the processing of your personal data to the extent that consent was given at any time without affecting the lawfulness of the processing, which was made on the basis of consent before its withdrawal.</li> </ul> <p>Whenever the data subject considers that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Your personal data will not be processed only in an automated manner that may cause negative legal effects to you.</p> <p>Personal data will not be profiled. For the purposes of fulfilling the obligations arising from the contract related to the calculation of the amount of remuneration and other benefits, data may be subject to automated processing. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner.</p>
<b>EEA</b>	The data will not be transferred outside the European Economic Area.
<b>IS THE PROVISION OF DATA NECESSARY</b>	Providing personal data in the scope specified in art. 22 <sup>1</sup> of the Labor Code is required - if the candidate prefers employment based on an employment contract - by law, including the Labor Code. If you prefer employment based on a civil law contract - by the Controller. Providing personal data is voluntary, but failure to do so will result in the inability to participate in recruitment. At the same time, we ensure that failure to provide other personal data than necessary for the purpose of recruitment will not constitute a reason justifying the refusal to employ.



<b>Information on the processing of personal data of persons entitled to benefit from the Company Social Benefits Fund</b>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ fulfillment by the Controller of legal obligations related to your use of benefits under the Company Social Benefit Fund at Polimex Mostostal S.A. on the basis of the Act of March 4, 1994 on the Company Social Benefits Fund (Article 6 (1) (c) of the GDPR, Article 9 (2) (b) of the GDPR), i.e. for purposes related to: an application for subsidizing holiday leave, an application for co-financing of organized leisure for children and youth, an application for financial aid in the form of an allowance from the Company Social Benefit Fund, an application for a housing loan, applications of people who are no longer our employees and who want to take advantage of benefits from the Company Social Benefits Fund, applications for funding for cultural, educational and recreational events;</li> <li>▪ implementation of the legitimate interests of the Controller, i.e. to assert and defend claims in the event of mutual claims, in connection with the implementation of internal administrative purposes related to the mutual transfer of data within the PxM CG (Article 6 (1) (f) of the GDPR);</li> <li>▪ the data of the guarantors will be processed in order to guarantee the loan taken by the borrower pursuant to art. 6 sec. 1 lit. b GDPR and art. 6 sec. 1 lit. c GDPR in connection with the loan agreement.</li> </ul>
<b>RETENTION</b>	<p>The data will be kept for the period necessary for the purposes for which they were collected and for which they are processed, and no longer than for the period and to the extent required by law. In the scope of personal data processed in connection with the very examination of the application for the purposes of providing benefits from the Company Social Benefit Fund ("ZFŚS"), personal data should be kept for a period not longer than necessary to grant a concessionary service and benefits as well as subsidies from the Company Social Benefits Fund, and determining their amount, as well as for the period of asserting rights or claims.</p>
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities authorized to maintain them on the basis of legal provisions;</li> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting and business support services, in particular archiving and document destruction services, couriers, lawyers;</li> <li>▪ members of the Social Commission, persons providing administrative services to the Company Social Benefits Fund, i.e. persons entrusted by the Controller with the management of the Company Social Benefits Fund.</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access to your data and obtain a copy of it;</li> <li>▪ rectify your data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever the data subject considers that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Your personal data will not be processed only in an automated manner that may cause negative legal effects to you.</p>
<b>EEA</b>	<p>The data will not be transferred outside the European Economic Area.</p>



<b>IS THE PROVISION OF DATA NECESSARY</b>	The obligation to provide personal data results in particular from the provisions of law, i.e. from the Act of March 4, 1994 on the Company Social Benefits Fund.
<b>Information on the processing of personal data of a contractor who is a legal person (contractor, service provider, subcontractor, bidder)</b>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ as processing is necessary for compliance with a legal obligation to which the controller is subject, i.e. in particular resulting from the provisions of Act of 1 March 2018 on Combating Money Laundering and the Financing of Terrorism, in connection with the obligation, inter alia, assessment of the risk of money laundering and terrorism, Act of 28 October 2002 on Liability of Collective Subjects for Acts Prohibited under Punishment in connection with the obligation to verify contractors, including contractors due diligence, Regulation (EU) no 596/2014 of the European Parliament and of the Council of 16 April 2014 on market abuse (market abuse regulation) and repealing Directive 2003/6/EC of the European Parliament and of the Council and Commission Directives 2003/124/EC, 2003/125/EC and 2004/72/EC in connection with our information obligations as a public company or the provisions of Act of 5 December 2003 Construction Law, as well as in order to make financial and tax settlements under the provisions of the Act of 11 March 2004 on Goods and Services Tax Act, Act of 29 August 1997 – Tax Ordinance Act, to ensure occupational health and safety (Article 6 (1) (c) of the GDPR);</li> <li>▪ as processing is necessary for the purposes of the legitimate interests pursued by the controller, i.e. to perform the contract with the entity you represent, to exchange written or e-mail correspondence with our business partners, to service and pursue claims in the event of their occurrence, to maintain confidentiality, participation in negotiation and pre-contract meetings, for marketing purposes, as well as in connection with the implementation of our internal administrative purposes in connection with except that we belong to the PxM CG (Article 6 (1) (f) of the GDPR).</li> </ul> <p>In connection with the above-mentioned purposes, we collect and process, in particular, the following data: name(s), surname, position in the organization, telephone number, e-mail address, information about the rights and qualifications held, as well as information confirming the ability to perform the contract.</p>
<b>RETENTION</b>	Personal data will be kept for the period necessary to achieve the purposes for which they were collected and processed, not longer than for the duration of the contract and for the period stipulated by law (e.g. in particular the limitation period for claims for periodic benefits and claims related to with running a business is 3 years) or for us to pursue the legitimate interests of the Controller.
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting and business support services, including legal, debt collection, archiving, IT, settlement of receivables, courier services;</li> <li>▪ counterparties that are financial institutions, including banks, insurers.</li> </ul>

<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access your personal data and obtain a copy of it;;</li> <li>▪ correct your personal data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ deletion of personal data;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever you consider that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled. It may happen that the data will be processed in an automated manner in connection with the calculation of the contractual remuneration. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner. In this respect, the right to data portability can be exercised.</p>
<b>EEA</b>	<p>In connection with our business activities and the contracts between us and contractors, there may be a situation of sharing personal data outside the European Economic Area. In this situation, personal data will be transferred based on a positive decision of the European Commission. However, in the absence of it, only if we provide appropriate safeguards and provided that enforceable rights of data subjects and effective remedies are in place, about which you will be informed.</p>
<b>IS THE PROVISION OF DATA NECESSARY</b>	<p>Providing personal data is voluntary, but failure to do so will result in the inability to achieve the purposes for which they were collected, including the inability to perform the contract.</p>
<b>SOURCE</b>	<p>If personal data were not provided to us directly, we received them from the entity you represent or we downloaded them from publicly available sources (e.g. the National Court Register, CEIDG, or the website).</p>
<p><b>Information on the processing of personal data of a contractor who is a natural person conducting business activity subject to entry in the Central Register and Information on Economic Activity (service provider, subcontractor, bidder, contractor) and contractors who are partners of civil partnerships (contractors, service providers, subcontractors, bidders)</b></p>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ conclusion and performance of the contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6 (1) (b) of the GDPR);</li> <li>▪ fulfillment of the obligations incumbent on the Controller, resulting from the provisions of law, i.e. in particular from the provisions of the Act of March 1, 2018 on Combating Money Laundering and the Financing of the Terrorism in connection with the necessity, inter alia, of assessment of the risk of money laundering and terrorism, the Act of 28 October 2002 on the liability of collective subjects for acts prohibited under punishment act in connection with the obligation to verify contractors, including showing due diligence when selecting a contractor, the provisions of Regulation (EU) No. 596 of the European Parliament and of the Council / 2014 of 16/04/2014 on market abuse (market abuse regulation) and repealing Directive 2003/6 / EC of the European Parliament and of the Council and Commission Directives 2003/124 / EC, 2003/125 / EC and 2004/72 / EC in connection with the information obligations as a public company (Polimex Mostostal S.A.), or the provisions of the Act of 7 July 1994 Construction Law in a situation where we act as a contractor or e.g. designer, as well as</li> </ul>

	<p>in order to make financial and tax settlements based on the Act of March 11, 2004 on tax on goods and services, or the Act of August 29, 1997 Tax Ordinance (Article 6 (1) (c) of the GDPR);</p> <ul style="list-style-type: none"> <li>▪ implementation of the legitimate interests of the Controller, i.e. for the purpose of exchanging e-mail or written correspondence with our business partners, handling and pursuing claims in the event of their occurrence, participation in negotiation and pre-contract meetings, for marketing purposes, as well as in connection with with the implementation of our internal administrative purposes in connection with except that we belong to the PxM CG (Article 6 (1) (f) of the GDPR).</li> </ul> <p>In connection with the above-mentioned purposes, we collect and process, in particular, the following data: name(s), surname, position in the organization, telephone number, e-mail address, information about the rights held, tax ID no, business registry no, address of the registered office of the business, and qualifications as well as information confirming the ability to perform the contract.</p>
<b>RETENTION</b>	<p>Personal data will be kept for the period necessary to achieve the purposes for which they were collected and processed, not longer than for the duration of the contract and for the period stipulated by law (e.g. in particular the limitation period for claims for periodic benefits and claims related to with running a business is 3 years) or for us to pursue the legitimate interests of the Controller.</p>
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting and business support services, including legal, debt collection, archiving, IT, settlement of receivables, courier services;</li> <li>▪ counterparties that are financial institutions, including banks, insurers.</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access your personal data and obtain a copy of it;</li> <li>▪ correct your personal data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ deletion of personal data;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever you consider that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled. It may happen that the data will be processed in an automated manner in connection with the calculation of the contractual remuneration. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner. In this respect, the right to data portability can be exercised.</p>
<b>EEA</b>	<p>In connection with our business activities and the contracts between us and contractors, there may be a situation of sharing personal data outside the European Economic Area. In this situation, personal data will be transferred based on a positive decision of the European Commission. However, in the absence of it, only if we provide adequate safeguards and provided that enforceable rights of data subjects and effective remedies are in place, about which you will be informed.</p>
<b>IS THE PROVISION OF DATA NECESSARY</b>	<p>Providing personal data is voluntary, but failure to do so will result in the inability to achieve the purposes for which they were collected, including the inability to perform the contract.</p>

<b>SOURCE</b>	If personal data were not provided to us directly, we received them from the entity you represent or we downloaded them from publicly available sources (e.g. CEIDG, or the website).
<b>Information on the processing of personal data with our business partners who are legal entities (consortium partners, subcontractors, contractors, parties to confidentiality agreements, service providers) / public procurement proceedings<sup>1</sup></b>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ fulfillment of the obligations incumbent on the Controller, resulting from the provisions of law, i.e. in particular from the provisions of the Act of March 1, 2018 on Combating Money Laundering and the Financing of the Terrorism in connection with the necessity, inter alia, of assessment of the risk of money laundering and terrorism, the Act of 28 October 2002 on the liability of collective subjects for acts prohibited under punishment act in connection with the obligation to verify contractors, including showing due diligence when selecting a contractor, the provisions of Regulation (EU) No. 596 of the European Parliament and of the Council / 2014 of 16/04/2014 on market abuse (market abuse regulation) and repealing Directive 2003/6 / EC of the European Parliament and of the Council and Commission Directives 2003/124 / EC, 2003/125 / EC and 2004/72 / EC in connection with the information obligations as a public company (Polimex Mostostal S.A.), or the provisions of the Act of 7 July 1994 Construction Law in a situation where we act as a contractor or e.g. designer, Act of January 29, 2004 Public Procurement Law, e.g. Art. 108 in connection with our application for the contract award and examination of the grounds for exclusion from participation in the tender, as well as in order to make financial and tax settlements under the provisions of the Act of March 11, 2004 on tax on goods and services as well as in order to make financial and tax settlements based on the Act of March 11, 2004 on tax on goods and services, or the Act of August 29, 1997 Tax Ordinance (Article 6 (1) (c) of the GDPR, Article 10 of the GDPR);</li> <li>▪ implementation of the legitimate interests of the Controller, i.e. performance of the contract with the entity data subject represent, in order to exchange e-mail or written correspondence with our business partners, service and redress in the event of their occurrence, confidentiality, participation in meetings negotiating and preceding the conclusion of the contract, demonstrating to contracting authorities that the conditions for participation in the contract award procedure are met, for marketing purposes, as well as in connection with the implementation of our internal administrative purposes in connection with except that we belong to the PxM CG (Article 6 (1) (f) of the GDPR).</li> </ul> <p>In connection with the above-mentioned purposes, we collect and process, in particular, the following data: name (names), surname, position in the organization, national ID no, telephone number, e-mail address, information about the rights and qualifications held, data contained in certificates from the National Criminal Register.</p>
<b>RETENTION</b>	Personal data will be kept for the period necessary to achieve the purposes for which they were collected and processed, not longer than for the duration of the contract and for the period stipulated by law (e.g. in particular the limitation period for claims for periodic benefits and claims related to running a business is 3 years) or for us to pursue the legitimate interests of the Controller.

<sup>1</sup>In a private tender, we do not process data pursuant to Art. 10 GDPR.

<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting and business support services, including legal, debt collection, archiving, IT, settlement of receivables, courier services;</li> <li>▪ our contractors who are financial institutions, including banks, insurers, contracting parties.</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access your personal data and obtain a copy of it;</li> <li>▪ correct your personal data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ deletion of personal data;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever you consider that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled. It may happen that the data will be processed in an automated manner in connection with the calculation of the contractual remuneration. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner. In this respect, the right to data portability can be exercised.</p>
<b>EEA</b>	<p>In connection with our business activities and the contracts between us and contractors, there may be a situation of sharing personal data outside the European Economic Area. In this situation, personal data will be transferred based on a positive decision of the European Commission. However, in the absence of it, only if we provide adequate safeguards and provided that enforceable rights of data subjects and effective remedies are in place, about which you will be informed.</p>
<b>IS THE PROVISION OF DATA NECESSARY</b>	<p>Providing personal data is voluntary, but failure to do so will result in the inability to achieve the purposes for which they were collected, including the inability to perform the contract.</p>
<b>SOURCE</b>	<p>If personal data were not provided to us directly, we received them from the entity you represent, or we downloaded them from publicly available sources (e.g. National Court Register) or the website.</p>
<p><b>Information on the processing of personal data of our business partners who are natural persons conducting business activity subject to entry in the Central Register and Information on Economic Activity (consortium partners, subcontractors, contractors, parties to confidentiality agreements, service providers) and business partners who are partners of civil partnerships (partners consortium, subcontractors, contractors, parties to confidentiality agreements, service providers) / <u>public procurement proceedings</u> <sup>2</sup></b></p>	

<sup>2</sup>In a private tender, we do not process data pursuant to Art. 10 GDPR.

<p><b>PURPOSES AND LEGAL BASIS</b></p>	<ul style="list-style-type: none"> <li>▪ processing is necessary for the performance of the contract to which data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 6 (1) (b) of the GDPR);</li> <li>▪ fulfillment of the obligations incumbent on the Controller, resulting from the provisions of law, i.e. in particular from the provisions of the Act of March 1, 2018 on Combating Money Laundering and the Financing of the Terrorism in connection with the necessity, inter alia, of assessment of the risk of money laundering and terrorism, the Act of 28 October 2002 on the liability of collective subjects for acts prohibited under punishment act in connection with the obligation to verify contractors, including showing due diligence when selecting a contractor, the provisions of Regulation (EU) No. 596 of the European Parliament and of the Council / 2014 of 16/04/2014 on market abuse (market abuse regulation) and repealing Directive 2003/6 / EC of the European Parliament and of the Council and Commission Directives 2003/124 / EC, 2003/125 / EC and 2004/72 / EC in connection with the information obligations as a public company (Polimex Mostostal S.A.), or the provisions of the Act of 7 July 1994 Construction Law in a situation where we act as a contractor or e.g. designer, Act of January 29, 2004 Public Procurement Law, e.g. Art. 108 in connection with our application for the contract award and examination of the grounds for exclusion from participation in the tender, as well as in order to make financial and tax settlements under the provisions of the Act of March 11, 2004 on tax on goods and services as well as in order to make financial and tax settlements based on the Act of March 11, 2004 on tax on goods and services, or the Act of August 29, 1997 Tax Ordinance (Article 6 (1) (c) of the GDPR, Article 10 of the GDPR);</li> <li>▪ implementation of the legitimate interests of the Controller, i.e. performance of the contract with the entity data subject represent, in order to exchange e-mail or written correspondence with our business partners, service and redress in the event of their occurrence, confidentiality, participation in meetings negotiating and preceding the conclusion of the contract, demonstrating to contracting authorities that the conditions for participation in the contract award procedure are met, for marketing purposes, as well as in connection with the implementation of our internal administrative purposes in connection with except that we belong to the PxM CG (Article 6 (1) (f) of the GDPR).</li> </ul> <p>In connection with the above-mentioned purposes, we collect and process, in particular, the following data: name(s), surname, position in the organization, telephone number, e-mail address, information about the rights held, tax ID no, business registry no, national ID no, address of the registered office of the business, and qualifications, data contained in certificates from the National Criminal Register.</p>
<p><b>RETENTION</b></p>	<p>Personal data will be kept for the period necessary to achieve the purposes for which they were collected and processed, not longer than for the duration of the contract and for the period stipulated by law (e.g. in particular the limitation period for claims for periodic benefits and claims related to running a business is 3 years) or for us to pursue the legitimate interests of the Controller.</p>
<p><b>RECIPIENTS</b></p>	<ul style="list-style-type: none"> <li>▪ entities processing personal data on our behalf, i.e. providing us with consulting and business support services, including legal, debt collection, archiving, IT, settlement of receivables, courier services;</li> <li>▪ our contractors who are financial institutions, including banks, insurers, contracting parties.</li> </ul>

<b>DATA SUBJECT RIGHTS</b>	<p>When exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access your personal data and obtain a copy of it;</li> <li>▪ correct your personal data, if the data is incorrect or incomplete;</li> <li>▪ object to data processing;</li> <li>▪ deletion of personal data;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever you consider that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled. It may happen that the data will be processed in an automated manner in connection with the calculation of the contractual remuneration. In any case, however, we will ensure that any doubts related to this are resolved in a non-automated manner. In this respect, the right to data portability can be exercised.</p>
<b>EEA</b>	<p>In connection with our business activities and the contracts between us and contractors, there may be a situation of sharing personal data outside the European Economic Area. In this situation, personal data will be transferred based on a positive decision of the European Commission. However, in the absence of it, only if we provide adequate safeguards and provided that enforceable rights of data subjects and effective remedies are in place, about which you will be informed.</p>
<b>IS THE PROVISION OF DATA NECESSARY</b>	<p>Providing personal data is voluntary, but failure to do so will result in the inability to achieve the purposes for which they were collected, including the inability to perform the contract.</p>
<b>SOURCE</b>	<p>If personal data were not provided to us directly, we received them from the entity you represent or we downloaded them from publicly available sources (e.g. CEIDG, or the website).</p>
<b>Information on the processing of personal data of persons subject to video surveillance</b>	
<b>PURPOSES AND LEGAL BASIS</b>	<ul style="list-style-type: none"> <li>▪ implementation of the legitimate interest of the Controller, i.e. ensuring the security of the facility, property and people staying on its premises, ensuring the confidentiality of information, the disclosure of which could expose us to damage (Article 6 (1) (f) of the GDPR, Art. 22<sup>2</sup> § 1 of the Act of June 26, 1974, the Labor Code);</li> <li>▪ fulfillment of legal obligations incumbent on the Controller (Article 6 (1) (c) of the GDPR) and due to the fact that our facilities also include people with whom we cooperate on the basis of civil law contracts and we want to provide them with safe working conditions.</li> </ul>
<b>RETENTION</b>	<p>We will store personal data for a period of 3 months from the time the recording was made. In the event that the monitoring recordings constitute evidence in the proceedings conducted on the basis of legal provisions, or the Controller learns that they may constitute evidence in the proceedings, the indicated period shall be extended until the final conclusion of the proceedings. After the expiry of the above-mentioned recording periods will be deleted or destroyed.</p>
<b>RECIPIENTS</b>	<ul style="list-style-type: none"> <li>▪ entities authorized to receive them on the basis of legal provisions, e.g. law enforcement agencies, if they request us to do so;</li> </ul>



	<ul style="list-style-type: none"> <li>▪ processing data on our behalf, i.e. providing us with specific business support services, the performance of which involves data processing, e.g. in the event of the need to service monitoring, and also due to the fact that we belong to the PxM CG, also to other companies included in this group only if necessary.</li> </ul>
<b>DATA SUBJECT RIGHTS</b>	<p>By exercising the rights of data subjects in the field of personal data protection, you can submit the following requests to us:</p> <ul style="list-style-type: none"> <li>▪ access your personal data and obtain a copy of it;</li> <li>▪ correct your personal data, if the data is incorrect or incomplete (if technically possible);</li> <li>▪ you can object the processing of your data;</li> <li>▪ you can delete your data;</li> <li>▪ restrictions on the processing of personal data.</li> </ul> <p>Whenever you consider that the processing of personal data by us violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled.</p>
<b>EEA</b>	The data will not be transferred outside the European Economic Area.
<b>IS THE PROVISION OF DATA NECESSARY</b>	Providing your data is voluntary, but necessary to enter the facility.
<p><b>In all matters related to the processing of personal data, you can contact us by mail at the addresses of the headquarters with the note "DPO" or by e-mail: <a href="mailto:iod@polimex.pl">iod@polimex.pl</a></b></p>	