

**Information clause for contact persons  
(2021)**

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In accordance with Article 13 (1) and (2) of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in 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) (OJ of the European Union L. 2016.119.1), hereinafter referred to as "GDPR", I inform that:

**I. Personal data administrator:**

The administrator of your personal data for maintaining contact with your employer concerning the preparation and realisation of the contract with your employer is:

Bowe Elektryk Polska Sp. z o. o

ul. Modłowa 8

59-700 Bolesławiec

Tel. + (48) 75 735 35 12, Fax + (48) 75 735 35 14

<https://www.boewe-elektryk.de/pl/>

e-mail: [abojdo@boewe-elektryk.com](mailto:abojdo@boewe-elektryk.com)

**II. Co-administrator:**

The co-administrator of your personal data within the scope of the concluded contract in order to ensure the security of the Administrator's IT infrastructure is:

BÖWE-Elektryk GmbH

Straße der Einheit 1

07586 Kraftsdorf

Deutschland

Tel. ( +49) (0) 36 60 68 30-0

<https://www.boewe-elektryk.de/>

e-mail: [info@boewe-elektryk.de](mailto:info@boewe-elektryk.de)

Data Protection Officer:

email: [datenschutz@hconsult.info](mailto:datenschutz@hconsult.info)

**III. Data Protection Inspector**

The administrator has appointed a Data Protection Officer, with whom you can contact in all matters regarding the processing of personal data, and the exercise of rights related to data processing. You can contact the Officer via e-mail: [ioto@boewe-elektryk.com](mailto:ioto@boewe-elektryk.com)

**IV. Purpose and legal basis for processing:**

Your personal data will be processed for the purpose of maintaining contact with your employer concerning the preparation and realisation of the contract with your employer. The basis for processing are the activities necessary to:

- 1) the conclusion and performance of the contract with your employer and the performance of obligations after its termination (Article 6 (1) (b) of the GDPR),
- 2) maintaining contact (Article 6 (1) (f) of the GDPR ),
- 3) fulfilling the legal obligations incumbent on the administrator (Article 6 (1) (c) of the GDPR),
- 4) possible determination and pursuit of claims or defence against claims (Article 6 (1) (f) of the GDPR and Article 9 (2) (f) GDPR),

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- 5) confirmation of the authenticity and legality of the action (Article 6 (1) (f) of the GDPR ),
- 6) maintaining the confidentiality of legally protected information and the necessity to protect IT systems (Article 6 (1) (f) of the GDPR ),
- 7) other activities based on the consent to the processing of personal data (Article 6 (1) (a) of the GDPR).

**V. Recipients of data:**

Your personal data may be transferred to entities authorized to receive them under the laws, which include, in particular: cooperating entities, the tax office, the Social Insurance Institution, a bank, an insurance company, a postal operator, a courier company, a law firm, and

- 1) Joanna Trawniczek Accounting Office,  
who, under the requirements of the GDPR, has been entrusted with your data based on of the concluded data processing agreement;
- 2) BÖWE-Elektrik GmbH  
which, under the requirements of the GDPR, processes your data based on a data co-administration agreement.

**VI. Data transfer to third countries or international organizations:**

Your personal data will not be transferred by the Administrator to recipients outside the European Economic Area.

**VII. Data retention period:**

- 1) To the extent specified in Section IV 1), 2), 3 ) and 5) your personal data will be stored for a period of the performance of the agreement, including the warranty period, followed by 5 years period from the end of the calendar year, wherein the arrangement has terminated , and then will be removed.
- 2) To the extent specified in point IV 4) your personal data will be stored until the claims under the law are time-barred, i.e. up to a maximum of 3 years, and then will be removed, unless further processing is necessary as part of the dispute or reported claims, after which it will be removed.
- 3) To the extent specified in point IV 6) your personal data will be stored under the rules governing the protection of IT systems, and then will be removed.
- 4) To the extent specified in point IV 7) your data will be stored until consent is revoked or the processing is not necessary, and then will be removed.

**VIII. Rights of the data subject:**

The Administrator ensures that all persons whose personal data is processed have appropriate rights resulting from the GDPR. Therefore, you have:

- 1) the right to access personal data, including the right to obtain a copy of this data (Article 15 of the GDPR),
- 2) the right to request a correction (revision) of personal data - if the data is incorrect or incomplete (Article 16 of the GDPR),

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- 3) the right to request the deletion of personal data (the so-called "right to be forgotten"), subject to art. 17 (3) GDPR,
- 4) the right to request a restriction to the processing of personal data (Article 18 of the GDPR),
- 5) the right to transfer personal data (Article 20 of the GDPR),
- 6) the right to object to the processing of personal data (Article 21 of the GDPR),
- 7) the right to withdraw consent at any time to the processing of personal data without affecting the lawfulness of processing based on consent before its withdrawal,
- 8) the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.

**IX. Information on the requirement /voluntary provision of data:**

- 1) Provision of your data to the extent specified by the provisions of the Act of 23 April 1964 - Civil Code (OJ 1964 16.93, as amended) is voluntary but necessary for maintaining contact with your employer concerning the preparation and realisation of the contract with your employer.
- 2) Processing data referred to in paragraph IX 1) will depend on the scope and necessity of their disposal by the administrator, including the integrity of the documents.

**X. Data source:**

Your personal data necessary for the conclusion and realisation of the contract:

- 1) come from your employer or directly from you,
- 2) may also come from publicly available sources.

**XI. Monitoring:**

To keep legally protected information confidential and due to the necessity to protect IT systems the Administrator, while maintaining the confidentiality of correspondence and protection of other personal rights, monitors its IT network.

**XII. Automated decision making, including profiling:**

Your data is not subject to automated decision making, including profiling.