

## Information clause for natural persons in connection with making contact via email

The administrator of personal data is Dalpo Poland Sp. z o.o. with its registered office in 60-118 Poznań, at u Miedziana 3 St. , entered into the Register of Entrepreneurs of the National Court Register by the Poznań-Nowe Miasto District Court, VIII Commercial Department of the National Court Register under the number 0000542037, with the Tax Identification Number (NIP): 779-24-28-207.

1. In matters related to the processing of personal data, please contact: [iod@dalpo.pl](mailto:iod@dalpo.pl)
2. The Administrator processes contact information about senders and addressees of e-mail correspondence contained in the content of this correspondence in order to:
  - enable email contact with the administrator and making contact with recipients,
  - document arrangements made with clients, contractors, other persons,
  - receive letters, applications and requests in electronic form, e.g. complaints, other applications,
  - protection against claims and pursuing possible claims.
3. We keep the correspondence for the period necessary to properly and reliably fulfill the objectives referred to in paragraph point 3 above, respectively for each individual purpose, unless the messages contain content relevant for the pursuit of claims or defense against claims, then we will keep the selected messages up to 6 years, i.e. until the expiry of the claims limitation period, and in the event of any possible legal proceedings being instituted time. Art. 6 clause 1 lit. f GDPR).
4. In connection with the processing of personal data by us, you have the right to:
  - a. request access to your personal data,
  - b. request rectification of your personal data,
  - c. request to delete or limit the processing of your personal data,
  - d. object to the processing of your data,
  - e. lodge a complaint to the President of the Office for Personal Data Protection, in the event of recognition that the processing of your personal data violates the law.
5. Providing your data is voluntary, but not providing it may prevent correspondence from continuing.
6. Your data shall not be processed in an automated manner.
7. Your personal data may be transferred to all companies of the Dalpo Group (Dalpo Poland Sp. Z o. o. Trading Sp.k., Dalpo Poznań Sp. z o.o. Sp.k., Dalpo Usługi Sp. z o.o. Sp.k., Dalpo Innowacje Sp. z o. o, Dalpo Deweloper Sp. z o. o.) and entities processing them at the request of the Administrator marketing agencies, entities providing technical services (development and maintenance of IT systems and websites), an entity that conducts accounting and provides courier services.

#### 8. Transfer of data to a third country / international organization.

- Your personal data may be transferred outside the European Economic Area as part of the Administrator's use of the services of entities providing solutions and IT systems, which entities may store personal data on servers located outside this area (including in the United States) or as part of the provision of by the Administrator of services related to business operations - to the extent necessary to perform them,
- the basis for such a transfer may be a decision of the European Commission stating the appropriate level of protection or the use of appropriate legal safeguards, which are in particular standard contractual clauses for the protection of personal data, approved by the European Commission. In particular, in the case of transferring personal data to the United States, the appropriate level of protection for such data, including through the use of appropriate safeguards, is ensured by the EU-US Privacy Shield, established by the European Commission implementing decision as a set of rules guaranteeing adequate privacy protection,
- in the event of the European Commission not issuing a decision establishing an adequate level of protection or the lack of adequate legal safeguards, personal data may be transferred to a third country on the basis of one of the conditions listed in art. 49 section 1 GDPR, including in particular based on your explicit consent. You have the right to obtain a copy of personal data transferred to a third country.