

## INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

Pursuant to Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the EU 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) (Official Journal of the EU L 119 of 04.05.2016, p. 1), hereinafter referred to as the "GDPR", we hereby inform you that:

### I. DATA CONTROLLER

The controller of your personal data is Agencja Rozwoju Miasta Krakowa Sp. z o. o. You may contact the Controller in writing at the following address: Marii Konopnickiej 17 Street, 30-302 Kraków, Poland, by e-mail at: [biuro@armk.pl](mailto:biuro@armk.pl) or by telephone at: (+48) 731 900 140.

### II. DATA PROTECTION OFFICER

The Controller has appointed a Data Protection Officer, who can be contacted at the Controller's registered office address or via e-mail at: [iod@armk.pl](mailto:iod@armk.pl).

### III. SOURCE OF PERSONAL DATA

Your personal data has been obtained from the entity which you represent or where you are employed and were indicated as a person authorized to represent or contact in connection with the conclusion and performance of the lease agreement. The Controller will process the following categories of personal data: first name, last name, position, e-mail address and telephone number.

### IV. LEGAL BASIS AND PURPOSES OF PROCESSING

Your personal data, and in the case of legal persons or organizational units without legal personality – the data of persons authorized for contact, shall be processed for the purpose of:

1. concluding and performing the agreement or taking actions at your request prior to entering into the lease agreement (legal basis: Article 6(1)(b) GDPR),
2. maintaining necessary contact with the lessee (legal basis: Article 6(1)(f) GDPR),
3. carrying out settlements, including enabling electronic payments for services (legal basis: Article 6(1)(b) and (f) GDPR),
4. fulfilling tax, accounting and other legal obligations incumbent upon the Controller, including issuing and storing invoices (legal basis: Article 6(1)(c) GDPR),
5. establishing, pursuing or defending against potential claims (legal basis: Article 6(1)(f) GDPR).

### V. INFORMATION ON THE REQUIREMENT / VOLUNTARY NATURE OF PROVIDING DATA AND CONSEQUENCES OF FAILURE TO PROVIDE DATA

Providing personal data is voluntary; however, it is necessary for the conclusion and performance of the agreement. Providing data necessary for issuing an invoice constitutes a statutory obligation resulting from the provisions on value added tax.

### VI. RECIPIENTS OF PERSONAL DATA

1. Recipients of your personal data shall be entities authorized under applicable law, including the National Tax Administration or other public authorities. Your personal data will also be disclosed to banks in which the Controller holds bank accounts.
2. Your data may also be transferred to entities processing personal data on behalf of the Controller, such as IT service providers, accounting, legal and advisory service providers, and other entities processing data for purposes specified by the Controller – whereby such entities shall process data solely on the basis of a contract concluded with the Controller.

## **VII. DATA RETENTION PERIOD**

Your personal data shall be processed for the duration of the agreement and thereafter:

1. for tax and accounting purposes – for a period of 5 years counted from the end of the calendar year in which the tax payment deadline expired,
2. for the purpose of establishing, pursuing or defending against claims – for a period of 3 years from the termination of cooperation/performance of the agreement, and in the case of pending proceedings – until their final conclusion and until the expiry of limitation periods.

## **VIII. RIGHTS OF DATA SUBJECTS**

In connection with the processing of personal data, you have the right to:

1. access your personal data,
2. obtain a copy of your personal data,
3. rectify personal data,
4. erase personal data,
5. restrict the processing of personal data,
6. data portability,
7. object to the processing of personal data,
8. withdraw consent to the processing of personal data at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal – if processing is based on consent,

– in the cases and under the conditions specified in the GDPR. The above rights may be exercised by contacting the Controller.

## **IX. RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY**

You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that your personal data is being processed by the Controller in violation of the GDPR.

## **X. AUTOMATED DECISION-MAKING, INCLUDING PROFILING**

Your personal data will not be subject to automated decision-making, including profiling.

## **XI. TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANISATION**

Your personal data will not be transferred to international organizations or to third countries.