



Dear Sir or Madam!

As of 25.05.2018 the Regulation (EU) of the European Parliament and of the Council 2016/679 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, hereinafter referred to as the GDPR, came into force in Poland.

We would like to inform that we are deeply committed to processing of your personal data in a safe and reliable manner, in conformity with the laws in force.

#### **PERSONAL DATA CONTROLLER**

The Controller of your personal data is Dyckerhoff Polska Sp. z o.o. with its registered office in Nowiny (26-052 Nowiny), ul. Zakładowa 3 (hereinafter referred to as the Data Controller).

#### **PURPOSES OF DATA PROCESSING**

Your personal data will be processed solely for the purposes permitted by the law, based on Article 6 of the GDPR. Processing will consist in administration of business relations with Dyckerhoff Polska Sp. z o.o. through realization of: orders for products or services, payments, accounting, settlement and debt recovery activities, dispatches and deliveries of goods, processing complaints, rendering advisory services, direct marketing, as well as lodging claims and protection against claims.

When business relations end, your personal data will be archived and stored for the period indicated in the separate provisions. Subsequently, they will be erased, when the requirement to have them in possession for the purposes defined by separate legal provisions ceases to exist.

Personal data owned by the Data Controller shall not be used for automated decision making or for profiling.

#### **SCOPE OF PERSONAL DATA PROCESSING**

We inform that we will process your personal data, such as:

- contact data (name and surname, address of the registered office, office phone numbers and e-mails),
- payment data necessary for mutual financial settlements,
- data connected with order completion and delivery.
- data related to preparation of your inquiry, information materials or newsletters and data for direct marketing purposes

Your personal data will be gathered first of all, with your mediation. We do not obtain personal data from third persons and parties (except for the information derived from publically available sources and information from agencies that examine credit-worthiness of a client).

#### **MAKING DATA AVAILABLE**

Collected personal data shall not be made available to any external recipients and they shall not be transferred to a third country / international organization.

Data may be made available to our owner – the company Dyckerhoff GmbH with its registered office in Germany, if this is legally permitted and only in the scope necessary for fulfilment of analytical and informational purposes.



Data may be made available to courts, law enforcement agencies, enforcement authorities, lawyers, if this is permitted by the law and necessary to fulfil a legal obligation, or to prove that claims or justified, or to defend such claims. In other cases, when we are obliged to disclose your personal data, we shall address you each time and ask for your consent.

## **DATA PROTECTION**

We have implemented the most modern physical, electronic and procedural means of protection, to ensure maximal safety level of stored data. Data are protected against unauthorized access or theft, at least by being stored on safe servers, by encryption of electronic communication and adequate protection of mobile devices able to transfer data. Safety is also supported by strict internal procedures.

## **RIGHTS IN THE SCOPE OF DATA PROTECTION**

You are authorized to request from the Data Controller access to and rectification, or erasure of your personal data, as well as restriction of data processing.

You are also entitled to object against data processing and to apply for data transfer. You may also receive a copy of your data in our possession. This service may be chargeable.

In case of exercising of any of the rights, please indicate your contact data, kind of the so-far cooperation, possible client/supplier number, if you know such a number.

We reserve a possibility to demand additional proof for confirmation of the identity of a subject who applies for exercising of his/her rights, in order to protect your data against unauthorized access.

Pursuant to the new regulations, you are also entitled to lodge a complaint to a supervising authority responsible for personal data protection (the President of the Office for the Protection of Personal Data), when you come to a conclusion that processing of personal data by the Data Controller is in breach of the provisions of the GDPR or other provisions that specify the method of processing and protection of personal data.

Should you wish to exercise your rights or should you have any questions connected with personal data protection at Dyckerhoff Polska, please contact the authorized persons indicated on the website of the Company in the tab concerning personal data protection:

<https://www.dyckerhoff.pl/ochrona-danych-osobowych>

Kind regards,

**Dyckerhoff Polska Sp. z o.o.**

Ul. Zakładowa 3

26-052 Nowiny

tel: 41 346 6000