

PERSONAL DATA INFORMATION CLAUSE (PROCUREMENT)

§ 1. Personal data controller

The Ordering Party hereby informs that the controller of the data provided by the Contractor is Szczecińska Energetyka Ciepła Sp. z o.o. (hereinafter "SEC"), ul. Zbożowa 4, 70-653 Szczecin, KRS 131910, NIP 851-010-94-44, www.sec.com.pl, bok@sec.com.pl, tel. +48 91 450 99 99.

The Inspector for the Protection of Personal Data of Szczecińska Energetyka Ciepła Sp. z o.o. may be contacted by writing to the correspondence address or at iod@sec.com.pl, preferably with the addition of: "Inspector for the protection of personal data"

§ 2. Objectives and grounds for processing

The Contractor's personal data will be processed subject to legal regulations, in particular Art. 6 Item 1 a-f of GDPR, the concluded contracts and the obtained permit, for the purposes of:

- a. conducting the proceeding to select the contractor, to conclude and execute the contract or to purchase goods or services,
- b. debt collection, which is our legitimate interest,
- c. any possible court disputes, including the identification, pursuit or protection against claims, which is our legitimate interest,
- d. archiving (evidence keeping) to secure information in case it necessary to produce fact for legal proceedings, which is our legitimate interest,
- e. satisfying any legal obligations, e.g. the obligation to issue invoices or other legally required documents.

The legal grounds for processing personal data is the public procurement act.

§ 3. Categories of the processed data

In order to perform services to you we process the following data:

- a. data required to conclude, execute and terminate contracts with SEC - among else the first name, the family name, contact data and other data specified in the proceeding documentation, order specifications and the order.
- b. recordings of visual image - the data recorded in the SEC registered office and related to the protection of property.

§ 4. Data recipients

The personal data may be provided to entities who require the provision of data to conclude and execute contracts, purchase goods or services and to all interested parties requesting the access to offers. Among else, these are entities belonging to our capital group, entities providing IT services, contractual debt collection services and services related to issuing and delivering invoices to the seller, and entities processing the data subject to the concluded contracts. State bodies acting in their respective capacity shall also be the recipients of personal data. In the case of public procurements co-financed with EU funds, the National Fund for Environmental Protection and Water Management (NFOŚiGW) shall also be the recipient of selected data.

§ 5. Providing the data to third countries or international organisations

No personal data shall be provided to any third countries or international organisations.

§ 6. Personal data storage period (period during which personal data are stored, and if determining it is impossible, the criteria for specifying such a period)

The personal data shall be processed for a period required to perform the purposes of such processing as specified in Item 2, namely:

- a, d, e. with regard to the selection of a contractor, conclusion and execution of a contract, the purchase of goods or services, the data shall be stored throughout the term of the contract and then for 5 or 15 years in case of orders co-financed from EU funds, starting from January 01 of the calendar year following the end of the term of the contract,
- b. with regard to debt collection - for a period of 5 years following the termination of the contract, starting from January 01 of the calendar year following the end of the term of the contract,
- c. with regard to legal disputes - for a period of 10 years from the day of issuing a legally binding judgement that ends the proceeding.

The above periods shall also apply to Contractors who submitted their offers, but were not selected.

§ 7. Rights applying to personal data

You have the right to access the content of the data and the right to correct them, delete, limit the processing, transfer, object to processing, withdraw the consent at any time regardless of the compliance with the processing law (if processing is done subject to a consent), as performed subject to your consent prior to its withdrawal.

You also have the right to file a complaint to a supervisory body competent for personal data protection issues, if the processing of personal data breaches any GDPR regulations.

§ 8. Information about the requirement / voluntary provision of the data

Providing the data is voluntary, but the consequence of the failure to provide the data necessary to select a contractor, conclude and execute the contract may be the Ordering Party's inability to evaluate the satisfaction of the conditions of participation in the proceeding and the Contractor's ability to properly execute the order, which may lead to the Contractor's exclusion from the proceeding or rejecting their offer.

§ 9. Automated processing and profiling

The data shall not be processed automatically, which also includes profiling.