

## **Personal Data Processing Policy by Patelec-Elpena**

### **Scope of this Policy**

This personal data processing policy of Patelec-Elpena applies when using the contact details of Patelec-Elpena sp. z o.o., based in Legnica, as provided on the website [www.patelec.eu](http://www.patelec.eu), i.e., via email correspondence or telephone. This policy constitutes the fulfilment of the information obligation referred to in Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (OJ L 119, 2016; hereinafter: "GDPR").

### **Personal Data Controller**

If you contact Patelec-Elpena sp. z o.o., based in Legnica, via email correspondence or telephone, we inform you that the controller of your personal data will be Patelec-Elpena sp. z o.o., with its registered office at Św. Wojciecha 24 street, 59-220 Legnica, registered in the National Court Register maintained by the District Court in Legnica, V Economic Department of the Register Section under number: 0000050465, NIP: 6910204079; REGON: 390058690 (hereinafter: "Patelec-Elpena").

### **Contact with the Personal Data Controller**

For matters related to the processing of personal data, please contact us:

- By email: [sekretariat@patelec.eu](mailto:sekretariat@patelec.eu)
- By written correspondence: send mail to our registered office address.

### **Purpose, Basis, and Scope of Personal Data Processing**

Personal data will be processed to respond to inquiries and handle complaints, requests, and demands for the exercise of specific rights by the contacting person. The purpose of processing may also be to execute a contract or take action at the request of the data subject before the conclusion of a contract, as well as the legitimate interest of Patelec-Elpena, i.e., taking actions regarding a client or contractor or a potential client or contractor or their representatives, including for handling, negotiations, determination, pursuit, and defense in case of mutual claims, depending on the scope of the contact and the relationship of the contacting person with Patelec-Elpena.

If you contact us via email or telephone, we may process the personal data you provide, such as name, contact phone number, email address, and the information included in the message/conversation. You provide this data voluntarily when contacting us so that we can respond to your inquiry, complaint, or request or fulfill the rights you have indicated. Failure to provide this information may result in no response from Patelec-Elpena, which, in turn, may lead to the inability to fulfill the interest of the contacting person.

The basis for processing personal data is Article 6 (1) (b) and (f) of the GDPR.

## **Period of Personal Data Processing**

Personal data will be processed until the inquiry, request, complaint, or application submitted to Patelec-Elpena is reviewed and responded to, or until the matter related to the correspondence is closed, or for the duration of the contract with Patelec-Elpena, or until the action requested by the data subject before the conclusion of the contract is completed.

In each case, personal data will be processed for the period necessary to fulfill the legitimate interests of Patelec-Elpena, including the determination, pursuit, and defense of claims arising from the contract, negotiations, handling of the inquiry, or matters covered by the complaint, request, or demand, i.e., for the limitation period of such claims, unless generally applicable legal provisions require a longer period of personal data processing.

## **Recipients of Personal Data**

Personal data processed by Patelec-Elpena may be transferred and disclosed to entities cooperating with the company in achieving the processing purposes, in particular to entities providing:

- IT services
- Postal or courier services
- Accounting services
- HR services

Personal data may also be transferred to a third country, i.e., China, where a company cooperating with Patelec-Elpena is based within the international capital group to which both Patelec-Elpena and this entity belong. The transfer of personal data is based on Article 46 (2) (c) in conjunction with (5) of the GDPR, i.e., on the basis of Standard Contractual Clauses issued under a European Commission decision. Any person whose data is processed and transferred to a third country may review these Standard Contractual Clauses at Patelec-Elpena's registered office.

## **Rights of Data Subjects**

A person whose data is processed by the Controller, under the terms set out in legal regulations, particularly the GDPR, has the right to:

- Request access to personal data
- Rectify personal data, e.g., if it is incorrect or incomplete
- Delete or restrict the processing of personal data
- Object to the processing of personal data
- Transfer data to another personal data controller
- Not be subject to decisions based on automated processing of personal data, including profiling (we inform you that no such decisions are issued)

To exercise any of the mentioned rights, please contact Patelec-Elpena using the methods provided in the "Contact with the Personal Data Controller" section.

We also inform you that if you believe that the processing of your personal data violates applicable data protection laws, particularly the GDPR, you have the right to file a complaint with the President of the Personal Data Protection Office. However, before taking such action, we recommend contacting Patelec-Elpena to clarify any concerns regarding the protection of your personal data.