

**Information regarding processing of personal data by  
WIKA Polska spółka z ograniczoną odpowiedzialnością SGF sp. k. [Limited  
Liability Company] in connection with business/corporation relations.**

1. Hereby we inform that personal data controller (hereinafter referred shortly as PDC) of your data is a limited liability Company called WIKA Polska spółka z ograniczoną odpowiedzialnością SGF sp. k. with headquarter in Włocławek (contact: Włocławek (87-800) ul. Kawka 6 or via e-mail [info-sgf@wika.com](mailto:info-sgf@wika.com)).
2. Your personal data will be processed:
  - a. if you are our potential contractor or a person authorised to represent it, in order to:
    - undertake actions before concluding the agreement upon your request,
    - verify the scope of your authorisation if you are the person authorised to represent the potential contractor - on the grounds of the PDC's legitimate interest,
    - communicate with you (e.g. give you the answers) in connection with establishing the business relations - on the grounds of the PDC's legitimate interest,
    - monitor and document the actions undertaken towards you - on the grounds of the PDC's legitimate interest, consisting in assuring internal accountability and proper supervision over communication process;
  - b. if you are our contractor or a person authorised to represent it, in order to:
    - conclude and realize concluded agreement,
    - verify the scope of your authorisation if you are the person authorised to represent the contractor - on the grounds of the PDC's legitimate interest,
    - meet the legal obligations (related with tax-accounting) to be fulfilled by PDC, connected with concluded agreement, resulting in particular from the Act on Accountancy and the Act on goods and services tax,
    - claim for or defend against possible claims - on the grounds of the PDC's legitimate interest;
  - c. if you are contact person / or person appointed for business/ corporation contacts, in order to:
    - communicate with you (e.g. give you the answers ) in connection with establishing the business/corporation relations or to maintain ongoing contact with you in connection with concluding and executing the agreement - on the grounds of the PDC's legitimate interest,
    - claim for or defend against possible claims - on the grounds of the PDC's legitimate interest,
    - monitor and document the actions undertaken by PDC - on the grounds of the PDC's legitimate interest, consisting in assuring internal accountability and proper supervision over communication process.
3. Providing the personal data is voluntarily, however in case of concluding the agreement / exchanging the correspondence from you initiative, it is necessary for realization of these purposes.
4. In principle, we obtain the data from you, but it may happen, that we can acquire data (within the range of data allowing for contacting with you or data connected with interest in our offer or within the scope of data disclosed in public registers) from other sources, for example from your employer/entity you represent or from other entities, also including the companies from WIKA Group or from public registers.

5. Your personal data will be handed over to the entities, which upon the order from PDC perform the actions supporting PDC's activity (WIKA Polska spółka z ograniczoną odpowiedzialnością sp. k., ul. Łęgska 29/35, 87-800 Włocławek, suppliers and service technicians of IT systems and services related with hosting of electronic mail – in particular WIKA Alexander Wiegand SE & Co. KG, Alexander-Wiegand-StraRe 30, 63911 Klingenberg/Germany, legal office, company providing services within the range of protection of personal data, company engaged in destroying the documents), as well as they can be handed over to the entities, which would prove the need to have access to personal data, including also the entities authorised to obtain such data on the grounds of relevant regulations of the law. PDC is also going to hand over your personal data to Switzerland, which is the third country in the meaning of the Ordinance on protection of natural persons in connection with processing of personal data and on free flow of such data, so called GDPR. European Commission issued the decision stating appropriate level of data protection in that country.
6. Your personal data will be kept by us, depending on processing purposes:
  - throughout the agreement realization period, and then for the period indicated by regulations of the law or until expiration of claim time-bar date,
  - in other cases, throughout the communication running period, and then for the period of assuring the internal accountability and proper supervision over undertaken actions.Data storage period can be shortened in result of admitting the objection.
7. Your personal data will not be used by PDC for taking decision towards you in automated way (i.e. without participation of human), including for the profiling.
8. You have the right to:
  - have access to your personal data,
  - correct the data – if they are incorrect or incomplete,
  - remove data or restrict of data processing (in specific cases),
  - data portability (in specific cases),
  - filing the complaint to the President of the Personal Data Protection Office,
  - expressing the objection against processing of your personal data due to your peculiar situation (in specific cases).
9. You can contact PDC regarding the cases concerning processing of your personal data using the contact data stated above or you can contact the Data Protection Officer appointed by PDC – by traditional mail to contact address of PDC with note: "Data Protection Officer" or via e-mail to the address: [ochrona.danych@wika.com](mailto:ochrona.danych@wika.com).