

INFORMATION CLAUSE
PARTNERS
Z WUŻ PORT AND MARITIME SERVICES LTD SP. Z O.O.

Dear Readers,

Pursuant to the provisions of Regulation 2016/679 of the European Parliament and of the European Union 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 the repeal of Directive 95/46/EC (hereinafter: "GDPR"), in particular art. 13 and 14 of GDPR, and also in view of ensuring that the personal data of our business partners and their employees, associates and other persons interested in collaborating with us are properly dealt with, we wish to kindly inform that:

1. The controller of your personal data (hereinafter: the Personal Data) is "WUŻ" Port and Maritime Services Ltd Sp. z o.o. with its registered seat in Gdańsk, 80-542, at ul. Przemysłowa 4, under KRS no: 0000100144.
2. Please contact us by e-mail if you have any questions concerning the processing of the Personal Data by our company. Our e-mail address: iod@wuzportgdansk.pl
3. Depending on individual circumstances, we may process the Personal Data for various reasonable purposes and various durations. We present below the information about the purposes, legal grounds and durations of the processing of the Personal Data:

<i>Item</i>	<i>Purpose of Processing</i>	<i>Legal Basis of Processing</i>	<i>Duration of Processing</i>
1.	Performance of agreement/service	Art. 6 section 1 letter b of GDPR	Until the time when agreement/service has been performed
2.	Undertaking actions before the conclusion of the agreement, e.g. in order to submit a commercial bid	Art. 6 section 1 letter b of GDPR	As long as actions related to the conclusion of the agreement are carried out and, in case no agreement has been concluded, for 30 days following the day when the bid rejection information was provided
3.	Fulfilling obligations under generally applicable regulations, such as e.g. archiving of tax documents containing the Personal Data	Art. 6 section 1 letter c of GDPR	During the period prescribed by law, e.g. in case of the archiving of tax documents, the Personal Data storage period shall be 5 years following the end of the calendar year in which the tax related to the service provided became payable
4.	Execution of legitimate interests of our company such as e.g. determining, pursuing and defending of mutual claims	Art. 6 section. 1 letter f of GDPR	Until the expiry date of the limitation period for the determining, pursuing and defending of mutual claims
5.	Achievement of other objectives for which consents have been expressed	Art. 6 section. 1 letter a of GDPR	Until the time when the objective has been achieved or the consent has been withdrawn / objection has been filed

4. In order to achieve reasonable objectives indicated in the table above, the Personal Data can be provided to the following entities collaborating with us: banks, insurers, legal office, electronic mail service providers, our IT and archiving service providers, expert auditors and auditor firms.
5. Regarding the Personal Data being processed by our company, you shall have the **right to**:
 - 1) have access to the Personal Data, including the right to obtain their copy,
 - 2) request the rectification of the Personal Data - in case the data are untrue or incomplete,
 - 3) object to the processing of the Personal Data,
 - 4) request the deletion of the Personal Data when:
 - a) the Personal Data are not longer necessary for the purposes for which they have been collected or otherwise processed,
 - b) the person whom the data refer to has objected to the processing of the Personal Data,
 - c) the person whom the data refer to has withdrawn the consent to the processing of the Personal Data which is the basis for the processing of the data and there is no other legal basis for the processing of the data,
 - d) the Personal Data have been processed unlawfully,
 - e) the Personal Data must be deleted in order for a mandatory legal obligation to be complied with.
 - 5) request the transfer of the Personal Data,
 - 6) withdraw the consent to the processing of the Personal Data at any moment, without it having any effect on the conformity to the processing law, based on the consent before its withdrawal unless there exists another legal basis for the processing of the data.
6. In case you have become aware of illegal processing of the Personal Data, you shall be entitled to lodge a **complaint** to the President of the Personal Data Protection Office.
7. Providing the Personal Data is voluntary but failure to disclose them shall make it impossible to conclude / perform the Agreement and to establish and carry out potential collaboration.
8. We shall not process the Personal Data for the purpose of the automated decision-making process, including the so-called profiling.
9. The Personal Data shall not be transferred to third States, that is, beyond the European Economic Zone or any international organisations.
10. We shall make every effort to ensure that all physical, technical and organisational means of the personal data protection have been employed to protect the personal data against accidental or deliberate destruction, accidental loss, alteration, unauthorised disclosure, use or access in accordance with all applicable provisions of the law.