Baltic Control Poland Ltd Sp. z o.o.
Chylonska 112A
81-033 Gdynia
Poland

Tel.: +48 58 6274633

E-mail: bc_pl@balticcontrol.com
www.balticcontrol.com

VAT no. PL8512969777

Information on the processing of personal data

In accordance with Art. 13(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("GDPR"), we inform you that:

1. Data Controller

The controller of your personal data is:

Baltic Control Poland Ltd Sp. z o.o.
ul. Chylońska 112A, 81-033 Gdynia
Tel.: +48 58 627 46 33 Tel.: +48 609 224 525
NIP: 851-29-69-777
e-mail: compliance_pl@balticcontrol.com

2. Contact with the Data Protection Officer

In matters concerning the protection of personal data, you can contact the Data Protection Officer:

tel.: +48 698 957 746
e-mail: jbi@balticcontrol.com

3. Purposes of processing personal data

Your personal data is processed for the following purposes:

- preparation, presentation, and handling of commercial offers,
- conducting business negotiations,
- conclusion and performance of contracts,
- provision of inspection, control, certification, laboratory, and advisory services,
- conducting ongoing business communication,
- fulfillment of legal obligations, particularly tax, accounting, and administrative ones,
- ensuring organizational and IT security,
- establishment, exercise, or defense of legal claims,
- conducting statistics and analyses related to business activities,
- sending information about Baltic Control® services, if permitted by applicable laws.

Please note that unless otherwise is specific agreed in writing all services, offers, tenders, agreements, contracts etc. between/from BALTIC CONTROL POLAND LTD SP. Z O.O. and third parties are subject to our General Terms and Conditions. Our General Terms and Conditions are available in full on www.balticcontrol.com/terms and/or at your request.

Worldwide inspection, testing and certification services through global network of offices and trusted representatives.

4. Legal basis for processing

Personal data is processed on the basis of:

- **Art. 6(1)(b) GDPR** - when processing is necessary to take steps before entering into a contract or for the performance of a contract,
- **Art. 6(1)(c) GDPR** - when processing is necessary for compliance with a legal obligation to which the Controller is subject,
- **Art. 6(1)(f) GDPR** - the legitimate interest of the Controller, including in particular conducting business activities, ensuring security, organizing cooperation, pursuing or defending claims, and business communication,
- **Art. 6(1)(a) GDPR** - in the case of freely given consent.

5. Data recipients

Your data may be transferred to:

- authorized employees and associates of Baltic Control®,
- entities providing IT, legal, accounting, audit, and administrative services,
- entities belonging to the Apave Group to the extent necessary for administrative, management, audit, and compliance purposes,
- business partners and subcontractors involved in the provision of services,
- public authorities and institutions authorized to receive data under the law.

6. Transfer of data outside the European Economic Area

If it is necessary to transfer personal data outside the European Economic Area, the Controller applies appropriate safeguards required by the GDPR, in particular, the European Commission's standard contractual clauses or other legally permissible data transfer mechanisms.

7. Data retention period

Personal data will be stored for the period:

- necessary to achieve the purpose for which it was collected,
- of the duration of the contract and, after its termination, for the period required by law,
- necessary to establish, pursue, or defend against claims,
- until the withdrawal of consent – if the data is processed on the basis of consent.

8. Rights of the data subject

You have the right to:

- access your data,
- rectify your data,
- erase your data in cases provided by law,
- restrict processing,
- object to processing,
- data portability,

Please note that unless otherwise is specific agreed in writing all services, offers, tenders, agreements, contracts etc. between/from BALTIC CONTROL POLAND LTD SP. Z O.O. and third parties are subject to our General Terms and Conditions. Our General Terms and Conditions are available in full on www.balticcontrol.com/terms and/or at your request.

Worldwide inspection, testing and certification services through global network of offices and trusted representatives.

- withdraw your consent at any time if processing is based on consent.

9. Right to lodge a complaint

If you believe that the processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with:

The President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych)
ul. Stawki 2
00-193 Warsaw, Poland
www.uodo.gov.pl

10. Obligation to provide data

Providing personal data is voluntary, but to the extent necessary to conclude and perform a contract, it is a condition for establishing cooperation. Failure to provide the required data may make it impossible to conclude or perform the contract.

11. Automated decision-making

Your personal data is not used for automated decision-making, including profiling, that would produce legal effects concerning you or similarly significantly affect you.

Please note that unless otherwise is specific agreed in writing all services, offers, tenders, agreements, contracts etc. between/from BALTIC CONTROL POLAND LTD SP. Z O.O. and third parties are subject to our General Terms and Conditions. Our General Terms and Conditions are available in full on www.balticcontrol.com/terms and/or at your request.

Worldwide inspection, testing and certification services through global network of offices and trusted representatives.