

**INFORMATION CLAUSE FOR BIDDERS
IN CONNECTION WITH THE PROCESSING OF PERSONAL DATA**

1. This information for Bidders has been issued in accordance with the Personal Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the 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 repealing Directive 95/46/EC in force from May 25, 2018 - hereinafter referred to as: GDPR) and applies to personal data obtained by Polanex sp. z o. o. (Ltd.) based in Gniezno at ul. Stoneczna 40, 62-200 Gniezno, entered into the register of entrepreneurs of the National Court Register kept by the District Court in Poznań - Nowe Miasto Jerzyce, 9th Commercial Division of the National Court Register under KRS number: 0000138397, with NIP number: 7840010501 and REGON number: 630144079, with capital company PLN 21.733.150,00 paid in full (in ongoing proceedings for the sale of fixed assets owned by Polanex sp. z o. o. ("Tender" or "Auction") as the administrator of these personal data.

This document contains information on all forms of personal data processing in relation to:

- 1) natural persons participating in the Tender or Auction,
 - 2) employees, associates, proxies, representatives or representatives of entities other than natural persons participating in the Tender or Auction,
 - 3) other persons whose data is processed by Polanex sp. z o. o. for the purpose of verifying offers submitted in the Tender or Auction (collectively, "Bidders", "Contractors").
2. Personal data will not be transferred to third countries outside the European Economic Area.
 3. Providing personal data specified below in section 4 is voluntary, but necessary for conducting the Tender or Auction and other activities leading to the conclusion of an agreement between the Bidder/Contractor and the Company (the consequence of failure to provide data is to prevent participation in the Tender or Auction).
 4. In connection with the Tender or Auction, Polanex sp. z o. o. may process the provided personal data, such as:
 - 1) name and surname, company, business address, correspondence address,
 - 2) contact details such as e-mail address, telephone or fax number,
 - 3) registration numbers (PESEL, NIP or REGON),
 - 4) position held within a given organization or function performed,

- 5) other data included in the Bidder's statements presented in a given Tender or Auction, including in particular specific identification numbers that are not commonly assigned numbers (e.g. bank account number, professional title, business or professional identifier).
5. Polanex sp. z o. o. may also obtain personal data:
- 1) from employing entities or which are represented by given persons in the scope of information necessary to conduct the Tender or Auction and contact with the Bidder, e.g. about changes in contact details, termination of employment or cooperation,
 - 2) from publicly available sources (in particular CEIDG and KRS business registers to verify the information provided) and process them to the extent limited to data available publicly in the relevant registers.
6. Data is only processed when:
- 1) processing is necessary to take steps before concluding a contract (Article 6(1)(b) of the GDPR) - in the scope of personal data of Bidders with whom Polanex sp. z o. o. may conclude a contract;
 - 2) processing is necessary to fulfill contractual obligations when the Offeror/Contractor is or will be a party to the contract concluded with the Company (Article 6(1)(b) of the GDPR);
 - 3) processing is necessary to fulfill legal obligations or it is expressly required by law (Article 6(1)(c) of the GDPR) - in the scope of personal data contained in documents subject to archiving on the basis of legal provisions;
 - 4) processing is necessary to pursue the legitimate interests of Polanex sp. z o. o. or a third party and does not excessively affect the interests of the Bidder/Contractor or fundamental rights and freedoms (Article 6(1)(f) of the GDPR), while maintaining a balance between the legitimate interests of Polanex sp. . z o. o. and privacy. Legitimate interests include:
 - a) enabling Polanex sp. z o. o. to contact Bidders,
 - b) verification of submitted offers,
 - c) verification of Bidders in public registers,
 - d) preventing fraud and criminal activity,
 - e) conducting internal and external audit processes,
 - f) the Company's determination or pursuit of civil law claims as part of its business activities, as well as defense against such claims.
7. Polanex sp. z o. o. may transfer personal data only to the extent necessary for the Company's business and will not exceed the scope indicated in section 6:
- 1) entities processing personal data on behalf of Polanex sp. z o. o., e.g.:
 - a) entities providing document archiving services,
 - b) entities providing Polanex sp. z o. o. with hosting and servicing of e-mail and other electronic means of communication, as well as IT systems;

- 2) other personal data controllers, such as:
 - a) courier or postal service providers,
 - b) entities conducting consulting activities, entities conducting auditing activities and law firms,
 - 3) other persons within the organization of a given Bidder;
 - 4) other Bidders to the extent necessary to conduct the Tender or Auction for the sale of fixed assets.
8. Personal data are processed for the purposes specified in section. 6 above and to the extent necessary to achieve them for as long as necessary, in particular:
- 1) in order to handle the Tender or Auction - for the duration of the Tender or Auction,
 - 2) by storing documentation for the purpose of demonstrating compliance with obligations arising from legal provisions, including the Accounting Act and the Tax Ordinance Act - for the period indicated in the relevant legal provisions, generally 5 years,
 - 3) for the purposes of determining or pursuing civil law claims by the Company as part of its business activities and defending against such claims - as a rule, no longer than 6 years from the event giving rise to the claim or obtaining information about the damage and the person obliged to repair it.
9. Every person has the right:
- 1) access to your personal data processed by the Company. If you find that any information is incorrect or incomplete, you may submit a request for correction.
 - 2) withdraw consent at any time (provided that such withdrawal will not affect the lawfulness of data processing carried out before the withdrawal),
 - 3) request deletion of personal data - in cases specified in the provisions of the GDPR,
 - 4) tasksrectification or restriction of the processing of personal data - in cases specified in the provisions of the GDPR,
 - 5) expressing objections - for reasons related to a particular situation - to the processing of personal data, if such processing is carried out for the purpose of pursuing the public interest or legitimate interests of Polanex sp. z o. o. or a third party,
 - 6) data transfer, i.e. receiving personal data provided to Polanex sp. z o. o. in a structured, commonly used and machine-readable format and to request that such personal data be sent to another personal data administrator, without any difficulties on the part of Polanex sp. z o. o. and subject to its own confidentiality obligations,
 - 7) submit a complaint to the competent personal data protection authority - the President of the Personal Data Protection Office.
- Requests, demands or objections will be verified by the Company in accordance with applicable regulations. It is reserved that in response to a request, Polanex sp. z o. o. may ask you to verify

your identity or provide information that will enable you to learn the important circumstances of the case.

10. Polanex sp. z o. o. reserves that in order to ensure the validity and accuracy of personal data, it may periodically ask the Offeror/Contractor to check and confirm the personal data it already has or to inform about any changes regarding these personal data (such as e.g. change of e-mail address). - mail). In connection with the processing of personal data, there will be no automated decision-making or profiling.
11. If required by law, information regarding possible changes to the processing of personal data described in this document will be provided via an adequate form of communication usually used by the Company in contacts with Bidders.
12. You can contact the Data Protection Inspector at the following e-mail address: rodo@polanex.com.pl .

Bidder's statement

I hereby declare that I have read the "Information Clause for Bidders in connection with the processing of personal data".

.....
(name and surname)

.....
(town)

.....
(date)