

PRIVACY POLICY -

for contractors, their representatives and persons contacting us

The following information note is addressed to persons whose personal data **Calvela spółka z ograniczoną odpowiedzialnością** processes in connection with its business activities, i.e. business partners, collaborators, potential and current contractors and their representatives, representatives, employees, collaborators and contacts on the part of these entities, as well as persons who contact the Controller.

If you are in one of these groups we encourage you to read the following information.

1. Data Controller

The Controller of the processed personal data is **Calvela sp. z o.o. with its registered office in Warsaw, address: Aleje Ujazdowskie 41, 00-540 Warsaw** (hereinafter the 'Controller' or the 'Company'). In cases regarding the personal data the Controller can be contacted in writing at the address indicated above or by e-mail at: rodo@investikaps.pl with the reference 'Personal Data'.

2. Scope of data

The Controller informs about the processing of personal data of the following categories of individuals:

(a) the Company's business partners and associates, potential and current contractors of the Company (including tenants and suppliers), the representatives, agents, employees, associates and contact persons of our contractors;

(b) persons contacting us, including by email, telephone, post.

3. Categories of personal data

The categories of your personal data processed include your name, e-mail address and telephone number, place of work and position, business address, identity card number, NIP (TAX number), REGON or PESEL number, bank account details, and possibly other necessary data.

The processing of personal data is necessary in order to enable communication with you, to deal with the matter for which you are contacting us, to maintain the relationship, to conclude or perform a contract when the relationship already exists (or when a contract is concluded) with an individual or when it concerns persons representing or acting on behalf of a legal entity.

4. The purposes of the processing and the legal basis for the processing

The purposes of processing personal data are:

(a) to enable us to communicate with you or to deal with the matter in relation to which you are contacting us,

b) to take steps prior to entering into a contract, to conclude, perform or enforce a contract, to correspond and communicate with contractors, as well as to establish and maintain a business relationship with you and the entities you represent.

Your personal data is processed when:

- i. the processing of your personal data is necessary for the purpose of entering into or performing a contract (Article 6(1)(b) GDPR);
- ii. processing is necessary for compliance with a legal obligation incumbent on the Controller (Art. 6(1)(c) GDPR);
- iii. the processing is necessary for the purposes of the Company's legitimate interests and does not unduly affect your interests or fundamental rights and freedoms (Article 6(1)(f) GDPR), i.e., among others:
 - to enable communication with you and to deal with your case,
 - the proper performance of the contract and business purpose between the Company and you or the entity you are pursuing,
 - establishing or asserting civil law claims by the Company in the course of its business, as well as defending against such claims;
 - verification of your identity.

5. Period of processing of personal data

Your personal data will be processed for the duration of the communication/ relation and, where applicable, for the duration of the concluded contract and then, after the end of the contact, the termination of the contract or its expiry, until the statute of limitations for civil law claims or until the expiry of the period indicated in the relevant legislation on accounting or tax archiving.

6. Sharing of personal data

Your personal data may be made available to entities and authorities authorised to process such data by law (e.g. public authorities). Your personal data may also be shared with technical and organisational service providers, e.g. property managers, IT service providers and consultancy service providers, whereby these entities only process your personal data based on a contract with the Controller and in accordance with the Controller's instructions.

7. Transfer of data outside the European Economic Area

The Controller may process personal data in countries outside the European Union and the European Economic Area only if this is necessary and justified by the conditions (e.g. providers of necessary software). The transfer of data is then based on appropriate safeguards (e.g. standard contractual clauses) and we guarantee that it will be legal and secure.

8. Data subjects' rights

In relation to the processing of your personal data by the Controller, you have the right (as appropriate and subject to certain conditions) to:

- (a) request access to the personal data being processed;
- (b) request to rectify the personal data being processed;
- (c) require to erase the personal data being processed;
- (d) request to restrict the processing of personal data;
- (e) to object to the processing of personal data;
- (f) portability of personal data;

(g) lodge a complaint to the supervisory authority (President of the Office for Personal Data Protection).

You may submit your request for the exercise of the above rights by contacting the Controller. If you have any questions regarding the personal data processed by the Controller, you are encouraged to contact us at the address indicated in point 1.

9. Source of personal data

If your personal data has been obtained by the Controller from sources other than directly from you, this means that the Controller has received it from entities with which it is affiliated, contractors or their representatives.