**INFORMATION CLAUSE ON PERSONAL DATA PROTECTION OF CLIENTS**

 **RECEIVING OFFERS FROM
 THE PRECISION MACHINE PARTS POLAND SP. Z O.O.**

In connection with the received request and prepared and transferred offer, Precision Machine Parts Poland Sp. z o.o. state that it is the Controller of the Personal Data within the meaning of Article 4, point 7 of GDPR in regard to your personal data, received personal data of natural persons representing your company, natural persons indicated by you as contact persons, and other persons responsible for offer analysis and negotiations. Thus, in compliance with the obligation of information, we are informing you as follows:

1. The Controller of the Personal Data is Precision Machine Parts Poland Sp. z o.o. based in Radom with its registered office in: ul. A. Stanikowskiego 2A, 26-600 Radom, e-mail address: info@pmp.tembo.eu (hereinafter referred to as “the Controller”).
2. The Controller appointed a Data Protection Officer who you can contact in issues related to personal data protection using the e-mail address: IOD.PMP@itmgroup.eu or in writing to the Controller’s address indicated under point 1 above. Detailed data concerning the Officer are published on the Controller’s website.
3. Personal data are processed for the following purposes:
4. To take actions aimed at concluding a contract for which it is necessary to process the data of representatives and data of contact persons (legal basis: Article 6 section 1 letter f of GDPR);
5. To settle possible claims, keep statistics and make reports (legal basis: Article 6 section 1 letter f of GDPR);
6. For marketing the Controller’s products and services if you gave appropriate consent to this (legal basis: Article 6 section 1 letter a of GDPR);
7. For archiving purposes (legal basis: Article 6 section 1 letter f of GDPR).
8. In connection with the above mentioned purposes, the personal data recipients can be:
9. The persons authorised by the Controller;
10. Entities affiliated to the Controller;
11. Sub-contractors rendering services necessary for the implementation of the concluded agreement who/which the Controller entrusted with data processing;
12. Entities which the Contractor entrusted with personal data processing on the basis of a concluded agreement, e.g. accounting companies, law firms companies providing IT services, advisory companies, courier companies;
13. Entities which the Controller is obliged to provide with personal data under applicable laws.
14. The Controller collects data directly from data subjects or entities which you represent. In case of representatives of entities, personal data can be collected from publicly accessible sources, e.g. KRS (National Court Register).
15. The Controller processes the following categories of data: identification data (name, surname), contact details (phone number, e-mail address).
16. Your personal data will not be transferred to third countries or international organizations.
17. The personal data collected from you will be processed as long as necessary for handling your request (preparing an offer, negotiations) and then for 12 months. In the event the contract is concluded – during the time of its implementation and then during the claims’ period of prescription. In the event of the personal data processed on the basis of consent, data will be processed until its withdrawal or until the stated purpose of data processing is fulfilled.
18. Data subjects have the following rights:
19. To access his/her personal data (Article 15 of GDPR);
20. To rectify personal data (Article 16 of GDPR);
21. To erase personal data (Article 17 of GDPR);
22. To restrict data processing (Article 18 of GDPR);
23. To transfer personal data (Article 20 of GDPR);
24. To object against data processing (Article 21 of GDPR).
25. Data subjects have also the right to withdraw their consent at any time without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal, if the processing is carried out on the basis of the consent given before its withdrawal on the basis of Article 6 section1 letter a) of GDPR;
26. Data subjects have also the right to lodge a complaint with a supervisory authority, i.e. the President of the Office for Personal Data Protection – if they believe that the personal data processing violates the provisions of GDPR;
27. Provision of personal data is voluntary, however, necessary to start actions referred to under point 3a.
28. The Controller does not make any automated decisions including profiling within the meaning of GDPR on the basis of the personal data acquired.

In the event the Controller is provided with the personal data of your employees, plenipotentiaries, board members, partners, co-workers or other persons, the Controller requests you to inform the persons concerned:

1. about the scope of personal data concerning these persons which were passed on to the Controller;
2. about the fact that Precision Machine Parts Poland Sp. z o.o. based in Radom, is the Controller of the personal data and processes their personal data according to the rules specified above;
3. about the fact that the Controller received personal data from you in connection with the performance of mutual obligations.