**Information clause for the Suppliers/Service Recipient/Buyers**

Pursuant to Article 13(1) and (2) and Article 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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 (General Data Protection Regulation, hereinafter RODO), we would like to inform you about the principles of processing your personal data and your rights related thereto

1. The Administrator of your personal data is PHU "GROTEX" Eryk Grotowski, 62-800 Kalisz, Tuwima Street 6, REGON: 251651496 NIP 6180010700, tel.

2. In the case of questions concerning the manner and scope of processing of your personal data within the scope of the Administrator, as well as your rights, please contact us in writing at the address of the Administrator.

3. The Administrator processes your personal data in order to implement the concluded agreement, issue a bill / invoice, to establish or assert claims or to defend against claims. In this case, the provision of data is mandatory and the basis for the processing of your personal data is the concluded agreement and the provisions of law, e.g. tax law (Article 6(1)(c) and (f) RODO).

4. In connection with the processing of data for the purposes referred to in point 3 your personal data may be disclosed to persons authorised by the Administrator and other entities on the basis of concluded agreements and specific provisions (e.g. tax institutions).

5. Your personal data will be stored for the period necessary for the purposes referred to in point 3, and after that time for the period and to the extent required by the provisions of commonly applicable law, including the Act of 14 July 1983 on the national archival resource and archives (Journal of Laws of 2018, item 217, as amended).

6. In relation to the processing of your personal data, you have the following rights:

(a) the right of access to your personal data, including the right to obtain a copy of that data;

b) the right to request rectification (amendment) of your personal data - in case the data is inaccurate or incomplete;

c) the right to request the restriction of the processing of personal data,

7. in case of obtaining information about the unlawful processing of personal data by the Administrator, you have the right to lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection to the address: Office for Personal Data Protection, 2 Stawki Street, 00-193 Warsaw.

8. Your data will not be processed in an automated manner and will not be subject to profiling.

9. Your personal data will not be transferred to third countries or international organisations.

10. The data is provided by the entity which is a party to the concluded agreement.