

RULES

FOR PERSONAL DATA PROCESSING

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BY
TAKENAKA EUROPE GMBH SP. Z O.O. ODDZIAŁ W POLSCE

- I. In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /EC (Official Journal of the European Union L. 2016.119.1), General Data Protection Regulation, hereinafter referred to as "GDPR", we present the rules for personal data processing by TAKENAKA EUROPE GMBH SP. Z O.O. ODDZIAŁ W POLSCE.
- II. The Administrator of personal data is TAKENAKA EUROPE GMBH SP. Z O.O. ODDZIAŁ W POLSCE; 00-511 Warszawa, ul. Nowogrodzka 15/4, REGON: 016402097, KRS: 155700, NIP: 526-24-61-549 (hereinafter TAKENAKA).

The data administrator can be contacted:

- 1) in writing at:

TAKENAKA EUROPE GMBH SP. Z O.O. ODDZIAŁ W POLSCE
ul. Irysowa 1,
55-040 Bielany Wrocławskie
please add a note „Personal data protection” ,

- 2) via e-mail: wroclaw@takenaka.pl

- III. Your personal data will be processed for the following purposes:

- 1) establishing and maintaining contact, answering inquiries, performing the contract.

Processing your personal data is necessary to conclude and perform the contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, due to this, the

Administrator's activities constitute the legal basis for processing personal data of the indicated persons, pursuant to art. 6 clause 1 point b GDPR.

Processing your personal data is also necessary for purposes arising from legitimate interests pursued by TAKENAKA, such as presenting a tender, performing a service or concluding and performing the contract, on the basis of art. 6 para. 1 point f GDPR.

Personal data will be processed for this purpose for the period required to prepare the tender or the duration of the contract along with the warranty period.

2) TAKENAKA marketing services.

The administrator processes personal data for the purpose resulting from legitimate interests pursued by TAKENAKA, pursuant to art. 6 clause 1 point f GDPR.

The legitimate interest pursued by TAKENAKA include service marketing, TAKENAKA marketing, determining customer preferences, presenting the appropriate tender.

Personal data will be processed for this purpose for the period required to prepare the tender and present it to the customer.

- IV. The administrator provides the right to access your data, rectify it, delete it (as long as it does not interfere with the performance of the contract or TAKENAKA's obligations arising from the concluded contract or legal provisions), restrict processing, transfer the data, as well as to object to processing.

The right to access your personal data is exercised by obtaining confirmation from TAKENAKA whether the personal data of the indicated person is being processed, obtaining its a copy and obtaining information about: the purpose of processing, the category of recipients to whom personal data have been or will be disclosed, the planned period of storage of personal data and the source of their acquisition, among others.

By exercising the right to rectify personal data, you can request TAKENAKA to rectify or supplement personal data that is incorrect or incomplete.

By exercising the right to delete your personal data, you may request us to delete your personal data when your data is no longer necessary for the purposes it had been provided or an effective objection has been filed against the processing of personal data indicated.

By exercising the right to limit processing, you can request a restriction of data processing when the correctness of personal data is questioned or an objection to their processing is made for the time allowing the Administrator to verify the legitimacy of the request.

By exercising the right to transfer data, you can request to obtain personal data that has been collected by the Administrator in a structured, commonly used, readable format. In addition, you can request the Administrator to send the personal data of the indicated person to another administrator, if it is technically possible.

This right applies only to personal data that TAKENAKA processes based on the consent of the person or on the basis of a concluded contract.

- V. Personal data may be disclosed to natural or legal persons, public authorities, entities or other entities (recipients). The recipients of personal data may be:
- law firms,
 - accounting offices,
 - banks,
 - architects, designers, suppliers, , dostawcy, subcontractors and contractors,
 - state and local government administration bodies (architectural and building administration and construction supervision bodies, courts and organizational units of the police and prosecutor's office, bailiffs, tax offices and ZUS),
 - Poczta Polska and other postal operators or courier companies,
 - TAKENAKA Europe GmbH with its headquarters in Germany.

VI. To exercise the above mentioned rights, the data subject should contact the Administrator in writing at:

TAKENAKA EUROPE GMBH SP. Z O.O. ODDZIAŁ W POLSCE,
ul. Irysowa 1,
55-040 Bielany Wrocławskie

or

via e-mail to: wroclaw@takenaka.pl

One also has the right to file a complaint with the supervisory body, which is the President of the Office for Personal Data Protection. Contact details of the President of the Office for Personal Data Protection can be found at: www.uodo.gov.pl .