



***Appendix 4 to the Invitation – Information clause of the Employer  
Competition for tender No. 2/2025***

**Information from the Data Controller - EXATEL S.A. (Employer)**

The controller of your personal data is EXATEL S.A. with its registered office in Warsaw (04-164) at ul. Perkuna 47 (hereinafter: "Controller" or "EXATEL").

The data controller can be contacted in writing at the above-mentioned address of the controller's registered office or by e-mail at: kontakt@exatel.pl. In all matters concerning data protection, you may contact the Data Protection Officer appointed by the controller. Such contact may be made electronically at the following e-mail address: odo@exatel.pl, or in writing to the address: EXATEL S.A., IOD, ul. Perkuna 47, 04-164 Warsaw.

**[Data processing]**

Your personal data has been made available to the data controller directly by you or indirectly by your employer (Contractor), in connection with the submission of a tender as part of the tender procedure entered into by the Contractor.

The scope of your personal data processed by the data controller includes your name and surname, business contact data (address for traditional correspondence, e-mail address, telephone number), as well as other identification data entered in relevant registers or indicated in powers of attorney or other documents (in order to verify your entitlement to conclude or perform an agreement).

Your personal data will be processed in order to:

- 1) to conduct the tender procedure - the legal basis for the processing is the legitimate interest of the data controller and the Contractor (Article 6(1)(f) of the GDPR); the legitimate interest consists in enabling the data controller to conduct the tender procedure efficiently and to take steps to conclude an agreement,
- 2) to fulfil the data controller's obligations relating to the keeping of accounting evidence - the legal basis for the data processing is the necessity to fulfil the controller's legal obligation under accounting and tax law,
- 3) to possibly assert or defend against claims between EXATEL and the Contractor - the legal basis of the data processing is the indispensability of the processing for the fulfilment of the data controller's legitimate interest; the controller's legitimate interest is the possibility of asserting claims and defending against claims concerning the conduct of the tender procedure.

**[Data retention period]**

Your personal data will be retained until the statute of limitations for claims between the controller and the Contractor, or until the obligation to store the data under the law expires.

**[Transfer of data].**

Your personal data may be transferred to entities that process personal data on behalf of the data controller: IT service providers, entities providing accounting and archiving services, subcontractors supporting EXATEL in the performance of services for the contractor, whereby such entities process



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data on the basis of an agreement with the controller and only in accordance with the controller's instructions.

[Your rights]

You have the right of access to your personal data and the right to request rectification, erasure or restriction of processing.

You have the right to object to the processing of your personal data by EXATEL, for reasons related to your particular situation.

In order to exercise the aforementioned rights, you should contact the data controller or the Data Protection Officer using the contact details indicated above.

You have the right to lodge a complaint to the supervisory authority dealing with personal data protection in Poland, i.e. the Office for Personal Data Protection at ul. Stawki 2 in Warsaw.