

1. The company **WD FOODS Spółka z ograniczoną odpowiedzialnością** (limited liability company) with its registered office in Sowcy (63-920), Sowcy 100, acts as an administrator of personal data (hereinafter referred to as the „**Administrator**”) of our business partners (contractors, subcontractors), their employees, associates and other individuals, provided to us as part of cooperation/performance of contracts, as well as other individuals contacting us (hereinafter referred to as the “**Data**”).
2. In order to obtain information regarding the processing of your Data, including to exercise your rights, the Administrator can be contacted by correspondence at: WD FOODS Sp. z o.o., Sowcy 100, 63-920 Pakosław.
3. We obtained your Data directly from you or your data administrator, in particular from our business partners who are your employer or who commission you to carry out specific tasks as part of the contract performance, or the Data come from publicly available sources. Therefore, we may process the following Data: identification data, address/contact details, data regarding an official position and professional qualifications and other Data provided to us in connection with the cooperation.
4. The Data will be processed in order to:
 - a) enter into or perform a contract, establish cooperation and settle such a contract/cooperation;
 - b) carry on correspondence, establish contacts, respond to any inquiries or requests and keep up further correspondence and maintain contacts in this regard;
 - c) achieve internal administrative goals of the Administrator and the Tarczyński Group, to which the Administrator reports;
 - d) raise, pursue or defend against potential claims.
5. The Data can be processed based on:
 - a) Article 6 (1) (b) of the GDPR (if you are a party to a contract), when processing is necessary for the performance of a contract or in order to take steps at the request of the Data subject prior to entering into a contract, or
 - b) Article 6 (1) (c) of the GDPR, when processing is necessary for compliance with a legal obligation imposed on the Administrator, or
 - c) Article 6 (1) (f) of the GDPR, when processing is necessary for the purposes of the legitimate interests pursued by the Administrator (including interests regarding performing a contract, carrying on correspondence as well as raising, pursuing or defending against potential claims).
6. The Data recipients may include: our business partners, including in particular other companies belonging to the Tarczyński Group, entities supporting us in the contract performance, in particular those providing postal and transport services, couriers, IT companies and maintenance service providers with regard to our devices or systems, advisers, including in particular law firms, accounting offices, statutory auditors, auditing companies and companies providing us with accreditation or certification, other companies as well as entities providing scanning, printing, correspondence, archiving and shredding services, to the extent necessary for cooperation and improvement of internal processes within the Administrator’s structure.
7. You have the following rights regarding your Data on the principles arising from the provisions of law: the right of access to the Data, to obtain their copy, the right to rectification, erasure, restriction of processing, portability as well as the right to object (to processing of personal data based on necessity for purposes arising from legitimate interests pursued by the Administrator or a third party), and the right to lodge a complaint with an authority supervising the processing of Data (i.e. the President of the Office for Personal Data Protection) if you believe that the processing of the Data violates the provisions of the GDPR.

8. Providing personal data is voluntary, but necessary to perform a contract/establish contacts. Failure to provide personal data may result in failure to establish cooperation/contact.
9. The Data provided will be stored for the duration of business relationship/contract validity or until you object to the processing based on our legitimate interest, unless legislation places an obligation on us to process these Data longer, or we will store them longer in the event of potential claims, for the period of limitation specified by law, depending on which of these periods is longer.
10. The Data will not be transferred to third countries or international organizations.
11. We will not process your Data for the purpose of automated decision-making or profiling.