

## **INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA – COUNTERPARTIES AND THEIR REPRESENTATIVES**

### **Who is your data controller?**

The controller, i.e. an entity that decides how your personal data will be used, is a company selected from YAREAL POLSKA group of companies, with which you have entered into a contract (the list of companies can be found [HERE](#)) (hereinafter referred to as: “**the Controller**”, “**we**”).

### **How can you contact us for more information about the processing of your personal data?**

If you have any questions about the processing and protection of your personal data, you can contact YAREAL POLSKA group’s data protection officer by email: [iod@yareal.com](mailto:iod@yareal.com).

### **Where did we get your data from?**

We obtained it from you to enter into a contract with you for the provision of services and its performance, if, as a natural person, you provide services to an entity of YAREAL POLSKA group.

We could also receive your data from your employer or another entity you work with and that your employer represents, or designated you as a contact person to perform a contract entered into by a YAREAL POLSKA group company and your employer or other entity that you work with or that you represent.

### **What is the purpose and legal basis for processing your personal data by YAREAL POLSKA group companies?**

1. We process your personal data because it is **necessary for the entering into and performance of a contract** that you have entered into with us (Article 6(1)(b) of the GDPR), where you, as a natural person, provide services to a YAREAL POLSKA group company.

2. We process your personal data for the purposes of **our legitimate interest** (Article 6(1)(f) of the GDPR), i.e.:

- to enter into and perform contracts entered into with counterparties of YAREAL POLSKA group companies;
- to contact you in order to establish cooperation with an entity you represent;
- to defend and exercise claims arising out of contracts entered into by YAREAL POLSKA group companies.

Controllers that are part of a group of undertakings (YAREAL POLSKA group’s special purpose vehicles) may have a legitimate interest in transmitting personal data within the group of undertakings for internal administrative purposes, including the processing of clients' or employees' personal data.

### **Are you obliged to provide your personal data to us?**

Providing your data is voluntary, however it is necessary for the entering into and performance of a contract for your benefit or for the benefit of a YAREAL POLSKA group company you work with (if you provide services to a YAREAL POLSKA group company as a natural person).

It is also necessary for the performance of a contract if your personal data is processed for the purpose of recruitment, or other form of cooperation with a counterparty of a YAREAL POLSKA group company. In this case, our legitimate interest is the need to contact you as a person designated to perform a contract entered into by a YAREAL POLSKA group company. If you are in doubt about the necessity of processing your personal data, please contact your employer or any other entity that you work with.

### **What are your rights in relation to your personal data?**

In accordance with data protection legislation, you have the right of access, rectification and erasure of your data, restriction of its processing, the right to data portability, the right not to be subject to automated decision-making, including profiling, and the right to object to the processing of your personal data. You also have the right to lodge a complaint with a supervisory authority (President of the Personal Data Protection Office).

| <b>RIGHT TO</b>   | <b>LEGAL BASIS</b>  | <b>WHEN?</b>  |
|---|---|---|
| <p>ACCESS TO PERSONAL DATA INCLUDING OBTAINING A COPY OF PERSONAL DATA (Article 15 of the GDPR)</p> | <p>1. performance of a contract (Article 6(1)(b) of the GDPR);</p> <p>2. a legitimate interest (Article 6(1)(f) of the GDPR).</p> | <p>You can exercise it at any time. This right applies only to your personal data. If this data is inextricably linked to other personal data, you may only obtain an extract from such documents and information or you may be denied access in justified cases. Access may be refused, <i>for example, if there are contractual confidentiality obligations or laws on the protection of trade secrets</i> (Article 15(4) of the GDPR).</p> <p>Remember that if you request further copies of your data, the controller may charge a fee based on administrative costs (Article 15(3) of the GDPR).</p> |
| <p>RECTIFICATION (Article 16 of the GDPR)</p>   | <p>1. performance of a contract (Article 6(1)(b) of the GDPR);</p> <p>2. a legitimate interest (Article 6(1)(f) of the GDPR).</p> | <p>Whenever you notice that your data is incorrect or incomplete (Article 16 of the GDPR).</p>  |
| <p>ERASURE<br/><i>“RIGHT TO BE</i></p>  | <p>1. performance of a contract</p>   | <p>You can request this from the controller when:</p>   |

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| <p><i>FORGOTTEN”</i><br/>(Article 17 of the GDPR)</p>         | <p>(Article 6(1)(b) of the GDPR);</p> <p>2. a legitimate interest (Article 6(1)(f) of the GDPR).</p>                              | <ul style="list-style-type: none"> <li>• the personal data are no longer necessary in relation to the purposes for which they were collected;</li> <li>• you object to the processing and there are no overriding legitimate grounds of the controller;</li> <li>• the processing is unlawful;</li> <li>• there is a legal obligation to erase your data.</li> </ul>  |
| <p>RESTRICTION OF PROCESSING<br/>(Article 18 of the GDPR)</p> | <p>1. performance of a contract (Article 6(1)(b) of the GDPR);</p> <p>2. a legitimate interest (Article 6(1)(f) of the GDPR).</p> | <p>You can request this from the controller when:</p> <ul style="list-style-type: none"> <li>• you notice that your data is inaccurate;</li> <li>• you object to the processing;</li> </ul> <p>- you may request restriction of processing of your personal data for a period enabling us to verify the accuracy of the data or whether your objection is well-founded;</p> <ul style="list-style-type: none"> <li>• the processing is unlawful and you oppose the erasure of the personal data;</li> <li>• the purpose of the processing has been achieved by the controller, but they are required by you for the establishment, exercise or defence of legal claims;</li> </ul> <p>- the data is stored until you request to have it erased.</p> |
| <p>DATA PORTABILITY<br/>(Article 20 of the GDPR)</p>          | <p>1. performance of a contract (Article 6(1)(b) of the GDPR);</p> <p>and the processing is carried out by automated means.</p>   | <p>You can request this at any time.</p> <p>You receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable form. We will transmit your data in this form to another controller of your choice, where technically feasible.</p>  |
| <p>OBJECT<br/>(Article 21 of the GDPR)</p>                    | <p>1. a legitimate interest (Article 6(1)(f) of the GDPR).</p>  | <p>Following such a request, the controller will assess whether its legitimate interest overrides your rights and freedoms (<i>e.g.</i></p>   |

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| - A LEGITIMATE INTEREST<br>(Article 21(1) of the GDPR)                     |  | <i>the controller must process your personal data to secure a claim).</i>  |
| NOT TO BE SUBJECT TO AUTOMATED DECISION-MAKING<br>(Article 22 of the GDPR) | 1. performance of a contract (Article 6(1)(b) of the GDPR);<br><br>2. a legitimate interest (Article 6(1)(f) of the GDPR). | This right does not apply because the automated processing of your personal data (including profiling) does not produce legal effects concerning you nor does it similarly significantly affect you. |
| A COMPLAINT WITH A SUPERVISORY AUTHORITY<br>(Article 15(1)(f) of the GDPR) | Not applicable.  | At any time you believe that your data is being processed unlawfully.  |

### **Where can you lodge a complaint related to the processing of your personal data?**

You have the right to lodge a complaint related to the processing of your personal data by us with a supervisory authority, which is the President of the Personal Data Protection Office (address: Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).

### **How long do we keep your personal data for?**

1. We keep your personal data for the purpose of contract performance for the limitation period for claims relating to a contract entered into.
2. If your personal data is processed based on a legitimate interest, we will process it within the limitation period for claims relating to a contract under which your personal data was processed.

### **Who do we share your personal data with?**

We share your personal data with our counterparties, especially IT suppliers. We may share your personal data with third parties that conduct business intelligence on our behalf and present us with reports on the financial standing of our counterparties and potential counterparties, the results of which are taken into account when making a decision on whether to enter into a contract.

All processors that process your personal data for us are required to provide appropriate technical and organisational measures to ensure the protection of your personal data. The processors that process your personal data for us may only process it only on our documented instructions and for the purposes indicated by us.

### **Do we process your personal data automatically (including through profiling) in a way that affects your rights?**

Your data will be processed by automated means (including by using IT software to manage the database of our counterparties); as a result of such processing you will not be subject to any decisions that have legal, financial or other similar consequences.