

**INFORMATION CLAUSE
FOR CUSTOMERS AND CONTRACTORS
(and their representatives)**

INFORMATION CLAUSE

Pursuant to Article 13(1) of the General Data Protection Regulation of 27 April 2016 (GDPR), I hereby inform you that:

- The controller of your personal data is FHU IKAR Irena Kaczmarek, ul. Długa 58, 62-811 Kościelna Wieś, Tax Identification Number (NIP): 6191658563 - hereinafter referred to as IKAR.
- For any matters related to personal data protection, please contact us by email: contact@ikarlogistic.com, or by phone: +48 517-127-262, +48 505-130-887, +48 502-140-126.
- We process your personal data on the basis of:
- Article 6(1)(a) and Article 9(2)(b) of the GDPR. a GDPR for the purposes of direct telephone or electronic contact, direct marketing, including sending information about promotions and services provided, and submitting offers and proposals for concluding a contract in connection with the performance of concluded contracts and sales support – based on your voluntary consent;
- Article 6 paragraph 1 letter b GDPR for the purpose of concluding and performing a contract;
- Article 6 paragraph 1 letter c and Article 9 paragraph 2 letter b GDPR for the purpose of fulfilling obligations arising from labor law, which also includes:
 1. storing data for archival purposes and ensuring accountability;
 2. ensuring the security of the services provided by the Controller;
- Article 6 paragraph 1 letter f GDPR for the purpose of pursuing the Controller's legitimate interest, i.e.:
- exercising your rights, updating your data, maintaining a customer database combining data from various systems and sources;
- creating summaries, analyses, and statistics for the Controller's internal needs; The Controller's proper fulfillment of its obligations under the law, i.e.:
 - processing personal data for tax and accounting purposes;
 - debt collection;
 - conducting court, arbitration, and mediation proceedings;
 - archiving (evidence) and securing information in the event of a legal need to prove facts, establish, pursue, or defend against claims.

FHU "IKAR" Irena Kaczmarek

ul. Długa 58, 62-811 Kościelna Wieś PL

NIP: 6191658563 BDO: 000656990 DUNS: 365972564

e-mail: contact@ikarlogistic.com

- The categories of your personal data processed include personal data that comes directly from you or has been provided on your behalf. To achieve the purposes specified above, we will process the following personal data: first name, last name, address, PESEL (Polish National Identification Number), NIP (Tax Identification Number), ID document details, telephone number, email address, bank account number, payment history, and data regarding your vehicles.
- The recipients of your data may include:
 1. the Controller's employees;
 2. affiliated and cooperating entities, including entities providing services used by the Controller as part of its business: advisory, consulting, auditing, legal, and tax services; banks, debt collection agencies, IT companies providing IT solutions; accounting firms, insurers, and other entities processing personal data under a personal data processing agreement, acting on behalf of the Controller; and the Controller's subcontractors;
 3. authorized institutions and administrative bodies fulfilling statutory obligations – in order to fulfill a legal obligation;
 4. entities providing postal services (i.e., Poczta Polska and couriers).
- Your personal data will be stored: for the duration of the contract between you and us, and after its termination until the expiry of the limitation periods for claims arising from the contract and the time limits for personal data processing arising from legal provisions (e.g. tax law), no longer than 5 years; for the duration of activities aimed at concluding a contract if a contract is concluded, and if the contract is not concluded, no longer than 5 years, no longer than 5 years in the Controller's database; in the case of direct marketing, you consent to their processing; no longer than until you withdraw your consent to their processing; until the date of filing a justified objection or withdrawal of consent, where the basis for personal data processing is the controller's legitimate interest or the voluntary consent of the data subject; video surveillance recordings will be stored for up to one year, and if necessary to establish, pursue or defend claims, until the final satisfaction of the pursued claims or the expiry of the limitation period.

- You have the right to access your data and the right to rectify, erase, restrict processing, the right to data portability, the right to object, and, if processing is based on consent, the right to withdraw consent to the processing of personal data at any time, without affecting the lawfulness of data processing before its withdrawal.
- You can exercise the above rights by sending an email to contact@ikarlogistic.com.
- If you believe that the processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office.
- Providing personal data is mandatory and necessary for the provision of services under concluded contracts and/or orders/proformas; preparing offers and concluding a contract for the provision of other services by the Controller.
- Pursuant to Article 21, Section 4 of the GDPR, you have the right to object to the processing of your personal data. The objection should be submitted to the email address provided above. Pursuant to Article 21, Section 4 of the GDPR, you have the right to object to the processing of your personal data. The objection should be submitted to the email address provided above. Pursuant to Article 21(1) of the GDPR, when filing an objection, you must indicate the reasons for your objection related to your specific situation. Your personal data will not be processed in an automated manner (including profiling) in a manner that could result in any decisions being made as a result of such automated processing.