

# Information clause

Dear Customer, on 25 May 2018 the Regulation of the European Parliament and the Council (EU) on the protection of individuals with regard to the processing of Personal Data and on the free movement of such data, referred to as the GDPR, came into force. In such event, we want to inform you about the rules of processing by BrandLine Group Ltd. of your Personal Data and your rights in relation to this matter. We want you to have complete knowledge and thus full comfort of using the services, Websites and systems of our company. Consequently, before you start using our services, Websites and platforms, please read the following information. At the same time, we ensure that we care about your privacy and do not exceed our rights in any way. Your Personal Data is safe with us, and you can withdraw your consent to collect and process it at any time, in accordance with the provisions of the following "Information about the protection of Personal Data".

## **Information on the protection of Personal Data**

BrandLine Group Ltd. with registered office in Poznań, postal code 61-248, at Dziadoszańska Street 10 as the Personal Data Administrator, collects your Personal Data obtained during:

- a) concluding a contract and during its term
- b) commercial cooperation
- c) collecting data from forms on Websites (contact form, product repair notification form)

We collect, in particular:

- first name (s) and name, e-mail address, telephone numbers, contact address
- first name (s) and name, e-mail address, contact address, company of the represented entity, telephone number, position
- in the case of entrepreneurs, we also process: NIP (Taxpayer Identification Number), REGON (National Business Registry Number), KRS (National Court Register Number), address of headquarters and / or warehouse, bank account number

We collect your Personal Data for the following purposes:

- concluding and implementing contracts and providing services, including, in particular, shipment of ordered goods, payment processing, and complaint handling,
- performing the obligations provided for by law, including in particular issuing and storing invoices as well as accounting documents for archiving purposes,
- protection of rights in accordance with the law, including in particular the recovery of overdue payments as part of debt collection processes and lawsuits,
- verification of your payment credibility and credit worthiness when granting you a credit limit,
- conducting marketing activities and sending commercial information in the event of separate consents.

BrandLine Group Ltd. may transfer Personal Data to the following third parties for the purposes indicated in this document:

1. Entities with whom BrandLine Group Ltd. has a concluded cooperation agreement ("Processing Data") to implement the contract, fulfill the obligations provided for by law, protect the rights in accordance with the law and implement a legitimate interest within the meaning of the law on Personal Data protection, in particular BrandLine Group Ltd. may transfer your Personal Data to entities such as: banks, debt collection companies, entities providing accounting services, companies providing postal and courier services, companies with whom we cooperate in order to provide maintenance services. Such entities will be required under the agreements to apply appropriate security, technical and organizational measures to protect Personal Data and process it only in accordance with the instructions provided by BrandLine Group Ltd.,

- Supervisors, authorities and other third parties, where it is necessary to fulfill the tasks listed above and fulfill the obligations imposed by law, Personal Data may be transferred to supervisory authorities, courts and other authorities (e.g. tax authorities and law enforcement authorities), independent external advisors (e.g. auditors) or entities granting provisions or benefits.

BrandLine Group Ltd. commits itself to apply appropriate security measures, both technical and organizational, to protect your Personal Data. The Personal Data will be stored by BrandLine Group Ltd. and / or Data Processors, only for the time necessary to achieve the purposes for which these data are collected, the performance of obligations under the law, maximum for the period of securing the materials necessary for legal proceedings (including tax proceedings) and for the possible expiration of the claims from BrandLine Group Ltd. or other party.

You have the rights in regards to Personal Data protection. In accordance with the applicable data protection law, you are entitled to submit a complaint to the competent supervisory authority (i.e. to the President of the Office for Personal Data Protection or the successor authority).

In addition, you have the right to:

- Request for an access to Personal Data; the subject of the data is entitled to obtain confirmation of whether Personal Data concerning him is being processed and, if so, he is entitled to access to it. BrandLine Group Ltd. provide you with a copy of your Personal Data, subject to processing upon request. For any subsequent copies you request, BrandLine Group Ltd. may charge a reasonable fee resulting from administrative costs,
- Correction of Personal Data; you have the right to correct Personal Data that concerns you and which is incorrect. Having regard to the purposes of processing, you have the right to request supplementing incomplete Personal Data by providing an additional statement,
- Removal of Personal Data ("the right to be forgotten"); You have the right to request, if there are circumstances provided for by law, to immediately remove your Personal Data, and BrandLine Group Ltd. is obliged to delete such Personal Data without any delay,
- Restrictions on the processing of your Personal Data; in such case, BrandLine Group Ltd. indicates such Personal Data on your request, and their processing may be limited only to specific purposes,
- Transfer of Personal Data; under certain conditions, you have the right to receive your Personal Data, in a structured, commonly used format, that is machine readable, processed by BrandLine Group Ltd. and you have the right to send this Personal Data to another entity,
- Opposition; In certain circumstances, you have the right to object - for reasons related to your particular situation - to the processing of your Personal Data at any time, and to BrandLine Group Ltd. may be under an obligation to cease the processing of such Personal Data.

If you have any questions regarding Personal Data or exercising privacy rights, please contact us via the application form located at [www.brandlinegroup.com](http://www.brandlinegroup.com). Each inquiry will be answered within 14 business days.

We would like to inform you about the possibility of periodic updates of this Information in accordance with applicable law (e.g. if we implement new systems or processes that involve the use of Personal Data) and in that case we will inform you accordingly about the changes.