

## PRIVACY POLICY FOR CONTRACTORS

The purpose of this Policy is to provide information on the rules for the processing of personal data of the Administrator's contractors who are natural persons, including those engaged in business activities and contact persons obtained from our contractors, whose data will be provided by Contractors to the Administrator in connection with the desire to establish cooperation or the performance of contracts between the Administrator and Contractors.

## GENERAL INFORMATION CLAUSE

Pursuant to Art. 13 sec. 1-2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on the protection of data) (Journal of Laws UE L 119, p. 1) - hereinafter referred to as GDPR - we would like to inform you that:

### I. Personal data administrator.

The administrator of your personal data is Hotel Swing Sp. z o.o., with headquarters in Kraków (31-416) , ul. Dobrego Pasterza 124, 31-416 Kraków, (hereinafter referred to as the „Administrator”), telephone: +48 12 311 11 11, e-mail: hotelswing@hotelswing.pl.

Hotel Swing Sp. z o.o. appointed the Personal Data Protection Inspector, whom you can contact in case of any questions or comments regarding the processing of personal data and your rights under the provisions on the protection of personal data. IOD: Elżbieta Kruk, contact details: e-mail: inspektor@hotelswing.pl

### II. Purposes and basics of processing.

The Administrator will obtain your personal data directly in connection with the desire to conclude or concluded contracts, including in particular contracts for the provision of outsourcing services in the field of business support and enterprise management.

When processing your personal data for the purposes described in this Policy, the Administrator may rely on one or more of the following legal bases, depending on the circumstances:

1. in particular in the scope of: your personal data (as a Contractor who is a natural person or represented by a natural person), i.e. name and surname, company name, address details, tax identification number, PESEL number, bank account number, contact details for the purposes of conclusion and performance of the contract, or to take appropriate action at your request, before concluding the contract - pursuant to art. 6 paragraph 1 lit. b) GDPR,
2. in the scope of the necessary personal data of you (as a Contractor who is a natural person or represented by a natural person), and required by law in connection with the concluded contract in order to fulfill the obligations incumbent on the Administrator - from the provisions on accounting, tax, other - on pursuant to Art. 6 section 1 letter c) of the GDPR,
3. in the scope of the necessary personal data of you (as a Contractor or represented by a natural person), as well as personal data of persons indicated for contact under the concluded contract for the purpose of the Controller's legitimate interest in facilitating cooperation with the contract, possible determination, investigation, defense claims or to ensure the safety of people and property through video surveillance in all public zones inside the facility and in its immediate vicinity - pursuant to Art. 6 section 1 letter f) of the GDPR.

### III. Data storage period.

1. The administrator will process your personal data in the time necessary to perform the services selected by you in accordance with the contract and will store your personal data for the period

required by law for mandatory purposes, including: related to the requirements of the provisions on accounting, determination, investigation and defense of claims.

2. If the contract with you is not concluded within the period for which the offer was submitted or in the course of negotiations, negotiations, etc., your personal data related to the talks (negotiations, negotiations, etc.) will be immediately deleted.
3. Data due to legitimate interest will be processed, possibly for the time allowed to pursue claims.
4. The data processed as part of video monitoring (image) are automatically overwritten and stored for up to 7 days, after which they are deleted, subject to situations requiring investigation, due to incidents of violation of the safety of persons and property. For such exceptional situations, the processing of data from monitoring will take place adequately to the circumstances and legal requirements.

#### **IV. Data recipients**

Your personal data may be disclosed only:

1. Providers of external services, including: technical and organizational for the Personal Data Administrator to the extent necessary for their implementation, but only as part of authorizations or assignments (in particular suppliers and entities specialized in providing technical support for ICT systems);
2. Entities authorized under the provisions of law.

#### **V. Rights of data subjects**

According to the GDPR, you are entitled to:

1. the right to access your data and receive a copy of it;
2. the right to rectify (correct) your data;
3. right to delete data, limit data processing;
4. the right to data portability;
5. the right to object to the processing of data described above, and based on the legitimate interest of the Administrator - art. 6 (1) (f). GDPR.
6. the right to lodge a complaint with a supervisory authority (the President of the Personal Data Protection Office).

#### **VI. Information on the requirement / voluntary provision of the data**

Providing data is voluntary, but it is necessary to conclude and perform contracts with the Administrator.

#### **VII. Automated decision making**

You will not be subject to decisions made in an automated manner (without human intervention). Your personal data will also not be used for profiling.

#### **VIII. Transferring personal data to a third country or an international organization**

The administrator does not transfer your personal data to recipients located outside the European Economic Area (European Union countries and Iceland, Norway and Liechtenstein).

#### **IX. Minimizing the scope of personal data**

The Administrator takes all adequate measures to make sure that the scope of the Contractors' personal data that he processes is limited to the personal data adequately required for the purposes indicated in this Policy.