

PERSONAL DATA PROCESSING POLICY (TRANSPARENCY POLICY)

1. DEFINITIONS

- 1.1. **Controller** - Hortex sp. z.o.o. with its registered office in Warsaw (02-337), at Mszczonowska 2 street.
- 1.2. **Personal Data** - information about a natural person identified or identifiable by one or more specific factors determining physical, physiological, genetic, mental, economic, cultural or social identity, including image, voice recording, contact details, location data, information contained in correspondence, information collected via recording equipment or other similar technology.
- 1.3. **Policy** - this Personal Data Processing Policy (Transparency Policy).
- 1.4. **GDPR** - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- 1.5. **Data Subject** - a natural person to whom Personal Data processed by the Controller relates.

2. PERSONAL DATA PROCESSING BY THE CONTROLLER

- 2.1. In connection with its business operations, the Controller collects and processes the Personal Data in accordance with the applicable law, including in particular the GDPR, and the principles of Data processing provided for therein.
- 2.2. The Controller ensures the transparency of the processing of Personal Data, in particular, always informs about the processing of Data at the time of its collection, including the purpose and legal basis for the processing (e.g. when concluding a contract of sales of goods or services). The Controller ensures that the Data is collected only to the extent necessary to achieve the indicated purpose and processed only for the period for which it is necessary.
- 2.3. When processing the Personal Data, the Controller ensures the Data's security, confidentiality and access to its processing to the Data Subject. If, despite the security measures used, there has been a violation of the protection of the Personal Data (e.g. "leakage" of the Data or its loss), the Controller shall inform the Data Subject about such an event in a manner consistent with the provisions of law.

3. CONTACT WITH THE CONTROLLER

- 3.1. You may contact the Controller in writing to the address of the seat of the Controller: Mszczonowska 2, 02-337 Warsaw or via the contact form at: <https://sokihortex.pl/>.
- 3.2. The Controller has appointed a Data Protection Officer who can be contacted via email address: iod@sokihortex.pl in any matter regarding the processing of Personal Data by the Controller.

4. PERSONAL DATA SECURITY

- 4.1. In order to ensure the integrity and confidentiality of the Personal Data, the Controller has implemented procedures enabling the access to the Personal Data only to authorized persons and only to the extent necessary due to the tasks performed by them. The Controller applies organizational and technical solutions to ensure that all operations on the Personal Data are recorded and carried out only by the authorized persons.
- 4.2. The Controller also undertakes all necessary actions to ensure that its subcontractors and other cooperating entities guarantee the application of appropriate security measures whenever they process the Personal Data on behalf of the Controller.
- 4.3. The Controller conducts ongoing analysis of the risk associated with the processing of Personal Data and monitors the adequacy of the Data security used for the identified threats. If necessary, the Controller implements additional measures to increase Data security.

5. OBJECTIVES AND LEGAL BASIS FOR THE PERSONAL DATA PROCESSING

EMAIL AND TRADITIONAL CORRESPONDENCE

- 5.1. In case of sending (via e-mail or traditional correspondence) to the Controller any correspondence unrelated to the services provided to the sender or any other contract concluded with it, or otherwise not related to any relationship with the Controller, the Personal Data contained in this correspondence is processed solely for the purpose of communication and resolving the matter to which the correspondence relates.
- 5.2. The legal basis for the Data processing is the Controller's legitimate interest (Article 6 (1) (f) of the GDPR), consisting on conducting correspondence addressed to it in connection with its business activities.
- 5.3. The Controller processes only the Personal Data essential in the matter to which the correspondence relates. All correspondence is stored in a manner that ensures the security of the Personal Data contained therein (and other information) and is disclosed only to the authorized persons.

CONTACT VIA PHONE

- 5.4. In the event of contacting the Controller by phone, in matters not related to the contract or services provided, the Controller may request the provision of the Personal Data only if it is necessary to handle the case to which the contact relates. In such a case, the legal basis is the Controller's legitimate interest (Article 6 (1) (f) of the GDPR), consisting on the need to resolve a reported case related to its business activity.
- 5.5. Personal Data in the form of a recording of a conversation is processed:
 - 5.5.1. for purposes related to the client and customer hotline service, if the Controller provides such a service - the legal basis for the Data processing is the necessity of processing to provide the service (Article 6 (1) (b) of the GDPR);
 - 5.5.2. in order to monitor the quality of services and to verify the work of consultants operating the hotline, as well as for the analytical and statistical purposes - the legal basis for the Data processing is the justified interest of the Controller (Article 6 (1) (f) of the GDPR), consisting on ensuring the best quality of services for clients and customers, as well as the best quality of the consultants' work and statistical analyzes of the phone communication.

VIDEO MONITORING AND ACCESS CONTROL

- 5.6. In connection with the necessity to ensure the safety of persons and property, the Controller uses video monitoring and controls the access to the premises and the area it manages. The Data collected this way is not used for any other purposes described below.
- 5.7. The Personal Data in the form of the recordings and the Data collected in the entry/exit registry is processed in order to ensure the safety of persons and property, to maintain order at the premises of the facility, and to defend against possible claims brought against the Controller or to determine and assert the Controller's claims. The legal basis for the processing of the Personal Data is the Controller's legitimate interest (Article 6 (1) (f) of the GDPR), consisting on ensuring the safety of persons and property in the area managed by the Controller and the protection of its rights.
- 5.8. The area covered by the Controller with the video monitoring is marked with the adequate graphic signs.

RECRUITMENT

- 5.9. As a part of a recruitment process, the Controller expects to provide the Personal Data (e.g. in a curriculum vitae) only to the extent specified in the applicable provisions of the Polish labor law. Therefore, the information should not be provided more widely. In the event that the submitted documents contain additional Data, exceeding the scope indicated in the applicable provisions of the Polish labor law, its processing will be based on the consent of the candidate (Article 6 (1) (a) of the GDPR), expressed by an unequivocal confirmation

action, which sending the documents by the candidate has been. If the submitted documents contain any information inadequate to the purpose of the recruitment process, they will neither be used, nor included in the recruitment process.

5.10. Personal Data is processed:

- 5.10.1. **in case the preferred form of employment is an employment contract** - in order to perform the obligations arising from the legal provisions related to the employment process, including in particular the Polish Labor Code - the legal basis for the Data processing is the legal obligation incumbent on the Controller (Article 6 (1) (c) of the GDPR in connection with the Polish labor law provisions);
 - 5.10.2. **if the preferred form of employment is a civil law contract** - in order to conduct the recruitment process - the legal basis for the Data processing contained in the documents is to take steps at the request of the Data Subject prior to entering into a contract (Article 6 (1) (b) of the GDPR);
 - 5.10.3. **in order to carry out the recruitment process in a scope of the Data not required by law or by the Controller, as well as for the purpose of the future recruitment processes** - consent is the legal basis for Personal Data processing (Article 6 (1) (a) of the GDPR);
 - 5.10.4. **in order to verify the qualifications and skills of the candidate and to determine the terms of the cooperation** - the legal basis for the Data processing is the Controller's legitimate interest (Article 6 (1) (f) of the GDPR). The Controller's legitimate interest is to verify candidates and to determine the terms of possible cooperation;
 - 5.10.5. **in order to determine or assert by the Controller any claims or defense against claims made against the Controller** - the legal basis for the Data processing is the legitimate interest of the Controller (Article 6 (1) (f) of the GDPR).
- 5.11. To the extent that the Personal Data is processed on the basis of a consent, the consent may be withdrawn at any time, without affecting the lawfulness of the processing carried out before its withdrawal. In case of a consent for the purpose of future recruitment processes, the Personal Data will be deleted after one year - unless the consent has previously been withdrawn.
- 5.12. Providing the Data within the scope specified in Article 22 (1) of the Polish Labor Code - if the candidate prefers the employment based on an employment contract – is required by law, including primarily by the Polish Labor Code, and if the candidate prefers the employment based on a civil law contract – is required by the Controller. The consequence of not providing this Data is the inability to consider the candidate in the recruitment process. Providing other Data is voluntary.

COLLECTION OF THE PERSONAL DATA IN CONNECTION WITH THE PROVISION OF SERVICES OR EXECUTION OF OTHER CONTRACTS

- 5.13. In the event of the Personal Data collecting for purposes related to the performance of a specific contract, the Controller provides the Data Subject with detailed information regarding the processing of his Personal Data at the time of concluding the contract or at the time of obtaining the Personal Data, in the event that the processing is necessary for the Controller to take steps at the request of the Data Subject prior to entering into a contract.

PROCESSING OF THE PERSONAL DATA OF COUNTERPARTY STAFF MEMBERS OR CUSTOMERS COOPERATING WITH THE CONTROLLER

- 5.14. In connection with the conclusion of commercial contracts in the course of a business activity, the Controller obtains from its contractors / clients Data of persons involved in the implementation of such contracts (e.g. persons authorized to the contact, to placing orders, to executing orders, etc.). The scope of the delivered Data is in any case limited to the extent necessary for the performance of the contract and usually does not include information other than the name and business contact details.

- 5.15. Such Personal Data is processed in order to implement the legitimate interest of the Controller and its contractor (Article 6 (1) (f) of the GDPR), consisting on enabling the adequate and effective performance of the contract. Such Data may be disclosed to the third parties involved in the implementation of the contract, as well as to the entities obtaining access to the Data on the basis of the applicable provisions of law regarding public information disclosure and proceedings based on the Polish public procurement law, to the extent provided for by these provisions.
- 5.16. The Data is processed for the period necessary to implement the above interests and to perform the obligations arising from the provisions of law.

PERSONAL DATA COLLECTION IN OTHER EVENTS

- 5.17. In connection with its operations, the Controller also collects the Personal Data in other cases - e.g. by building and using permanent mutual business contacts (networking) during business meetings, at industry events or by exchanging business cards - for the purposes of initiating and maintaining business contacts. In this case, the legal basis for Data processing is the Controller's legitimate interest (Article 6 (1) (f) of the GDPR), consisting on creating a network of contacts in connection with the Controller's business.
- 5.18. Personal Data collected in such cases is processed only for the purpose for which it was collected, and the Controller provides it with adequate protection.

6. RECIPIENTS OF THE DATA

- 6.1. In connection with conducting operations that require processing, the Personal Data is disclosed to external entities, including in particular suppliers responsible for operating IT systems and equipment (e.g. CCTV equipment in the scope of the video monitoring), entities providing legal or accounting services, couriers, marketing or recruitment agencies. The Data is also disclosed to the entities related to the Controller, including companies from its capital group.
- 6.2. The Controller reserves the right to disclose selected information about the Data Subject to the competent authorities or the third parties who submit a request for such information, based on the adequate legal basis and in accordance with the applicable law.

7. TRANSMISSION OF THE DATA OUTSIDE THE EEA

- 7.1. The level of protection of the Personal Data outside the European Economic Area ("EEA") differs from that provided by the European law. For this reason, the Controller transfers the Personal Data outside the EEA only when it is necessary and ensuring an adequate level of protection, primarily through:
 - 7.1.1. cooperation with the entities processing the Personal Data in countries for which an appropriate decision of the European Commission was issued regarding the determination of ensuring an adequate level of protection of the Personal Data;
 - 7.1.2. the usage of standard contractual clauses issued by the European Commission;
 - 7.1.3. applying binding corporate rules approved by the competent supervisory body;
 - 7.1.4. in case of the Data transferring to the USA - cooperation with entities participating in the Privacy Shield program approved by the decision of the European Commission.
- 7.2. The Controller always informs about the intention to transfer the Personal Data outside the EEA at the stage of its collection.

8. THE TERM OF THE PERSONAL DATA PROCESSING

- 8.1. The term of the Personal Data processing by the Controller depends on the type of services provided and the purpose of the processing. The period of the Data processing may also result from the applicable law provisions when they constitute the basis of the Data processing. In case of the Personal Data processing on the basis of the Controller's legitimate interest (e.g. for security reasons), the Data is processed for a period enabling the implementation of this interest or the effective objection to the Data processing. If the

Personal Data processing is based on a consent, the Data is processed until the consent is withdrawn. When the basis of the Personal Data processing is the necessity to conclude and execute a contract, the Data is processed until the contract's termination.

- 8.2. The Data processing period may be extended if the processing is necessary to establish or pursue claims or to defend against the claims, and after that period - only if and to the extent required by the provisions of law.

9. RIGHTS RELATED TO THE PROCESSING OF THE PERSONAL DATA

RIGHTS OF THE DATA SUBJECTS

- 9.1. Data Subjects have the following rights:

- 9.1.1. **the right to the information about the Personal Data processing** - on this basis, the Controller provides the natural person submitting the request with information on Data processing, including primarily the purposes and legal grounds for the processing, the scope of the Data held, entities to which it is disclosed, and a planned date of the Data deletion;
- 9.1.2. **the right to obtain a copy of the Data** - on this basis, the Controller provides a copy of the processed Data regarding the natural person submitting the request;
- 9.1.3. **the right to rectification** - the Controller is obliged to remove any incompatibilities or errors of the Personal Data processed and to supplement it if it is incomplete;
- 9.1.4. **the right to delete the Data** - on this basis, one can request the deletion of the Data which processing is no longer necessary to achieve any of the purposes for which it was collected;
- 9.1.5. **the right to limit the Data processing** - in the event of such a request, the Controller ceases to perform operations on the Personal Data - with the exception of operations to which the Data Subject has consented - and its storage, in accordance with accepted retention rules or until the reasons for limiting Data processing cease (e.g. a decision of the supervisory authority allowing further processing of the Data is issued);
- 9.1.6. **the right to transfer the Data** - on this basis - to the extent that the Data is processed in an automated manner in connection with the concluded contract or consent - the Controller issues the Data provided by the person to whom they relate, in a format that allows the Data to be read by a computer. It is also possible to request that the Data was sent to another entity, however, provided that there are technical possibilities in this respect both on the part of the Controller and the indicated entity;
- 9.1.7. **the right to object to the processing of the Data for marketing purposes** - the Data Subject may at any time object to the processing of the Personal Data for marketing purposes, without the need to justify such an objection;
- 9.1.8. **the right to object to other purposes of the Data processing** - the Data Subject may at any time oppose - for reasons related to his particular situation - to the processing of the Personal Data, which is based on the legitimate interest of the Controller (e.g. for analytical or statistical purposes or for reasons related to the property protection); the opposition in this respect should include a justification;
- 9.1.9. **the right to withdraw a consent** - if the Data is processed on the basis of a consent, the Data Subject has the right to withdraw it at any time, which, however, does not affect the lawfulness of the processing carried out before the consent withdrawal;
- 9.1.10. **the right to complain** - if it is considered that the Personal Data processing violates the provisions of the GDPR or other provisions regarding the protection of the Personal Data, the Data Subject may file a complaint to the body supervising the Personal Data processing, competent for the Data Subject's habitual residence, his place of work or place the alleged violation. In Poland, the supervisory authority is the President of the Personal Data Protection Office.

REPORTING REQUESTS RELATED TO THE IMPLEMENTATION OF RIGHTS

- 9.2. A request regarding the exercise of the Data Subjects' rights can be submitted to the following email address: iod@sokihortex.pl.

- 9.3. If the Controller is not able to identify a natural person based on the request, it will ask the applicant for additional information. Providing such Data is not mandatory, however, failure to provide it will result in the refusal of the request fulfillment.
- 9.4. The request may be submitted in person or through a representative (e.g. a family member). For the Data security reasons, the Controller encourages to use a power of attorney in a form certified by a notary, an authorized legal advisor or attorney-at-law, which will significantly accelerate the verification of the request's authenticity.
- 9.5. A response to the request should be given within one month of a receipt. If it is necessary to extend this period, the Controller shall inform the applicant about the reasons for this extension.
- 9.6. In the event that the request has been directed to the Company via the electronic contact forms, the answer shall be provided in the same form, unless the applicant has requested a different form. In other cases, answers shall be given in writing. In the event that the deadline for completing the request makes it impossible to reply in writing, and the scope of the applicant's Data processed by the Controller allows for the contact via the electronic contact forms, the answer should be provided by the electronic means.
- 9.7. The Company stores the information about the request and the person who made the request in order to ensure compliance and to establish, defend or assert any Data Subjects' claims. The request log is stored in a manner that ensures the integrity and confidentiality of the Data contained therein.

CHARGING RULES

- 9.8. The procedure regarding the submitted applications is free of charge. Fees can only be charged for:
 - 9.8.1. submitting a request for a second and each subsequent copy of the Data (the first copy of the Data is free). The amount of such fee includes administrative costs related to the execution of the request;
 - 9.8.2. the same person makes excessive (e.g. extremely frequent) or manifestly unjustified requests. The amount of such fee includes costs of communication and costs associated with taking the requested actions;
 - 9.8.3. if the decision to impose a fee is questioned, the Data Subject may submit a complaint to the body supervising the processing of the Personal Data, competent for the person's habitual residence, place of work or place of the alleged violation. In Poland, the supervisory authority is the President of the Personal Data Protection Office.

10. CHANGES TO THE PERSONAL DATA PROCESSING POLICY

- 10.1. The Policy is reviewed on an ongoing basis and updated as necessary.
- 10.2. The current version of the Policy has been adopted on 1 December, 2021.