

Dear Sir/Madam,

in accordance with Article 13 (1) of the 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 (hereinafter referred to as the GDR) we would like to inform that:

1. **The administrator of your personal data is Wojciech Staniek**, an entrepreneur conducting business activity under the name **Wojciech Staniek STAN-TRANS** with its registered office in Krakow at Ujastek 7, 31-752 Krakow, REGON 356715051, NIP 6391411229.
2. **Data protection supervisor** at Wojciech Staniek STAN-TRANS company is Mrs. **Elena Springer: mobile +48 513 075 780 e-mail: [iodo@stantrans.com.pl](mailto:iodo@stantrans.com.pl)**.
3. Your personal data will be processed on the basis of Article 6(1) letters a) - c) of the GDPR **in order to conclude the contract for the provision of transport or forwarding services and the performance of the contract, as well as to perform the Administrator's legal obligations, establish and defend and pursue claims, handle complaints and reports, financial settlements, including the issue of accounting documents, the fulfilment of tax obligations and for marketing purposes.**
4. The Administrator is entitled to transfer your personal data to third parties for the purpose and to the extent necessary for the proper and diligent performance of the agreement concluded by you with Wojciech Staniek, conducting business activity under the business name of Wojciech Staniek STAN-TRANS. Therefore, your personal data may be transferred to subcontractors on the basis of a personal data processing outsourcing agreement between the Administrator and subcontractors. Moreover, the Administrator is obliged to transfer your personal data on the basis of mandatory legal regulations, including the request of authorized courts, authorities and institutions.
5. Your personal data will not, in principle, be transferred outside the European Economic Area. However, your personal data may be transferred outside the European Economic Area if it is necessary for the performance of the contract, including the situation when the performance of the service will require the participation of Wojciech Staniek's subcontractors, conducting

business activity under the name of Wojciech Staniek STAN-TRANS, having their registered office outside the EEA. In such a case, your personal data will be transferred outside the European Economic Area subject to appropriate legal safeguards, which are standard contractual clauses for the protection of personal data, approved by the European Commission.

6. Your personal data will be stored for the duration of the contract concluded by you, in connection with which your personal data are processed, and after this period until the expiration of the period of limitation of claims under the contract concluded by you. Your personal data recorded in the accounting records will be kept for the period indicated in the applicable provisions of law, including tax regulations.
7. Subject to the limitations resulting from the GDPR and other legal regulations, you have the right to access the content of your personal data and the right to rectify, erase, limit the processing, the right to transfer personal data, the right to object, as well as the right to withdraw your consent at any time if the processing is based on the consent you have given.
8. You have the right to lodge a complaint with a supervisory authority within the meaning of the GDPR if, in your opinion, the processing of your personal data will violate the provisions of the GDPR.
9. To the extent necessary for the performance of the contract concluded by you, and also to the extent necessary for the Administrator to take action at your request and to the extent necessary for the fulfillment of the legal obligation incumbent on the Administrator - the processing of your personal data takes place on the basis of a legal provision, i.e. art. 6 (1) let. b) and let. c) of GDPR, without your consenting to the processing of your personal data. Otherwise, the provision of personal data by you is voluntary.
10. To the extent that the consent to the processing of your personal data was given by you exclusively for marketing purposes, your submission of personal data is voluntary, but the refusal to give consent or its withdrawal will prevent Wojciech Staniek, running a business under the business name of Wojciech Staniek STAN-TRANS from informing you about commercial offers.
11. You are not subject to a decision based solely on automated processing of personal data, including profiling.