

INFORMATIONAL DUTY

PERSONAL DATA PROCESSING POLICY

EUROFACTOR POLSKA S.A.

In the scope that you fall under the regulations of art. 13 sec. 1 and sec. 2 and art. 14 sec. 1 and sec. 2 of the Regulation (EU) No 2016/679 of the European Parliament and of the Council dated 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 95/56/EC (hereinafter called: "GDPR") applied from 25 May 2018, we would like to inform you of the method and goal of our processing of your personal data (hereinafter called: "data"), as well as your rights related to data protection.

1. Who is responsible for data processing and who to contact?

The Administrator of your data is **Eurofactor Polska S.A. with registered office in Warsaw under the address: ul. Żwirki i Wigury 18a; 02-092 Warsaw** (hereinafter called: "**Eurofactor**"), whom one can contact by sending correspondence to the address: Eurofactor Polska S.A, ul. Żwirki i Wigury 18a; 02-092 Warsaw, under the phone number: +48 22 560 74 20, or by e-mail to the address: biuro@eurofactor.pl.

Contact to the Inspector for Personal Data Protection: ochronadanych@eurofactor.pl.

2. Why and under what legal grounds do we process your data?

We process your data according to the provisions of GDPR and Polish regulations on personal data protection.

The provided personal data will be processed by Eurofactor pursuant to art. 6 sec. 1 letter c) of GDPR in order to fulfil the legal obligations of Eurofactor as data administrator, in particular resulting from:

- accounting act – in order to fulfil the reporting and accounting obligations,
- the act on preventing money laundering and terrorism financing – in order to fulfil the financial security measures,
- including preventing financial fraud,
- banking law act – in order to process and mutually provide information in cases provided for in the regulations,
- from the Act on Tax on Goods and Services and the Regulation of the Minister of Finance on the use of the National e-Invoice System – for the purpose of issuing and receiving invoices structured in the National e-Invoice System (hereinafter referred to as the KSeF).

Additionally,

Applicable to prospective clients of Eurofactor

In the case of proposals for cooperation offered by Eurofactor:

1. The provided personal data will be processed by EUROFACTOR pursuant to art. 6 sec. 1 letter f) of GDPR with the following purposes:

- conducting direct marketing of products or services by EUROFACTOR, including profiling, also when the factoring agreement is applicable,

- performing agreements with entities acting as agents with regard to entering into a factoring agreement with you,
- detecting and preventing fraud,

which represents processing necessary to deliver on the goals resulting from legally justified interest of Eurofactor.

You have the right to oppose the above processing, including profiling of your personal data.

If you file a request for factoring:

1. The personal data you provided will be processed pursuant to art. 6 sec. 1 letter b) of GDPR in order to w take actions, on your request, before entering into a factoring agreement, in particular in order to assess your repayment capacity (also in the process of automated decision-making in individual cases).

2. The provided personal data will be processed by EUROFACTOR pursuant to art. 6 sec. 1 letter f) of GDPR with the following purposes:

- pursue claims, including under court or collection proceedings,
- detecting and preventing fraud,

which represents processing necessary to deliver on the goals resulting from legally justified interest of EUROFACTOR.

You have the right to oppose the above processing, including profiling of your personal data.

Applicable to Clients of Eurofactor

In the case of entering into a factoring Agreement:

the Administrator processes the Client's personal data in order to deliver on the Agreement – art. 6 sec. 1 letter b) of GDPR.

Relating to Recipients (factoring debtors)

Your personal data will be processed by EUROFACTOR pursuant to art. 6 sec. 1 letter f) of GDPR with the following purposes:

- performing an assignment agreement (including advising on the assignment, confirming receivables and assignments)
- granting credit / trade limits,
- acquiring insurance limits,
- recovering receivables, reminding of delayed invoices,
- activity preventing financial fraud (anti-fraud prevention),

which represents processing necessary to deliver on the goals resulting from legally justified interest of EUROFACTOR. You have the right to oppose the above processing, including profiling of your personal data.

3. Where does your data come from and which data do we process?

1. Your data come directly from you or are obtained otherwise in a legal manner, including obtained from public registers.

2. Your personal data as the Recipient (factoring debtor) may be acquired by EUROFACTOR also in performance of assignment agreement from your existing debtor or from the available sources in the scope permitted by law.

4. To whom can Eurofactor provide your data?

The recipients of personal data may be entities acting as agents with regard to entering into or fulfilling factoring agreements, participating in management or assessment of credit risk, including Credit Agricole Societe Anonyme with registered office in Paris and Crédit Agricole Leasing & Factoring Société anonyme with registered office in Montrouge, entities who pursue claims, as well as suppliers of IT or other services (processing on behalf of Eurofactor). In the case of verifying your financial obligations, the recipients of your personal data may also be the entities conducting insurance or information activities with regard to assessing repayment capacity. With regard and pursuant to the applicable regulations, the recipients of data can also be other entities authorised to receive your personal data, including banks or other institutions (in particular financial institutions or lenders) and also to the Head of the National Tax Administration, in connection with issuing invoices structured in the KSeF.

5. How long will Eurofactor proces your personal data?

In the case of proposals for cooperation offered by Eurofactor:

The provided personal data will be stored by Eurofactor for the period necessary to establish the terms of the factoring agreement, as a rule not longer than 4 months starting from the last day of validity of the initial terms of factoring cooperation presented to you.

In other cases, including in the case of entering into a factoring agreement with Eurofactor:

Personal data will be stored by EUROFACTOR for the period required under the applicable law in relation to fulfilling the legal obligations (i.e. for the period of 6 years or other applicable period, starting from the beginning of the year following the financial year in which the operations, transactions, and proceedings were finally completed, repaid, settled, or time-barred). However, with regard to the possible consents issued, your personal data will be processed by EUROFACTOR also after the end of cooperation, for the period of effecting marketing activities or until the consent is withdrawn.

6. Profiling

Personal data may be processed in an automated way, in particular by profiling, in the following cases:

- assessing your financial position and the capacity to meet factoring obligations in a timely way, however, the assessment is made based on the data presented in the factoring request and the information obtained as part of the assessment based on the defined system of rules and algorithms according to the process developed by Eurofactor – the assessment performed results in: automatic consent to enter into a factoring agreement, automated decline decision for entering into a factoring agreement or the necessity to make an individual decision;
- assessment of the risk of money laundering or terrorism financing, however, the assessment is performed based on the data presented in the factoring request based on the set criteria (behavioural, geographical, economic, substantial) – the consequence of the assessment performed is to automatically qualify them under a risk grade; being qualified in a grade of unacceptable risk may result in a decline to enter in a factoring agreement.

7. What are your rights in relation to personal data?

1. Provision of personal data is voluntary, but necessary for Eurofactor to correctly conduct its factoring operations.
2. You have the right to oppose the processing, including profiling of your personal data.
3. You also have the right, in relation to your personal data, to:
 - request access;
 - request correction;
 - request deletion;
 - request restricted processing;
 - filing objection against processing
 - request transferring.
4. In the case the applicable regulations are breached, you have the right to complain to:
 - The President of the Personal Data Protection Office in Warsaw or
 - another member authority in a EU member country of your normal place of stay, your place of employment, or the place where the alleged breach was committed.