**INFORMATION CLAUSE FOR PERSONS WHO ARE OUR CUSTOMERS OR BUSINESS PARTNERS**

Pursuant to Article 13, section 1 and 2 of the General Regulation on the protection of personal data of 27 April 2016 (GDPR), I hereby inform you that:

1. The controller of your personal data is ALU-PRO Sp. z o.o. with its registered office in Opole (45-446) at ul. Gosławicka 2.
2. If you would like to receive information about your personal data, please contact us at the following email address: poczta@alupro.com.pl
3. Your personal data will be processed for the following purposes:
	1. execution of purchase/sale transactions on the basis of a contract, order, sale service, based on the legal basis of Article 6, section 1, letter b of the GDPR,
	2. for the purposes of issued financial and accounting documentation confirming purchase and sale transactions based on the legal basis of Article 6, section 1, letter c of the GDPR,
	3. the assertion of claims based on the legal basis of Article 6, section1, letter f of the GDPR,
	4. marketing on the basis of the Controller's legal interest based on the legal basis of Article 6, section 1, letter f of the GDPR,
	5. statistical and analytical data aimed at exploring sales potential on the basis of the legal basis of Article 6, section 1, letter f of the GDPR,
	6. executions of the complaints based on the legal basis of Article 6, section1, letter f of the GDPR.
4. Your personal data will be transferred to inland revenues, banks, carriers, Poczta Polska S.A., courier companies, law firms, the National Revenue Administration, translators, companies enabling the management of sales, orders and invoices through software, electronic platforms, companies providing sales and marketing services.
5. Your personal data will not be transferred to countries outside the European Union.
6. Your personal data will be processed:
	1. In accordance with the Accounting Law,
	2. Until the statute of limitations for claims,
	3. Until the end of cooperation,
	4. Until the end of the business relationship,
	5. Until the end of the complaint procedure and in accordance with the Accounting Law.
7. You have the right to access the content of your data and to rectify, erase, restrict the right to process, and the right to transfer data, and the right to demur.
8. Providing personal data is voluntary, but necessary for the fulfilment of the obligation of the Controller and the performance of the contract.
9. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of personal data violates the law.
10. Your data will not be processed automatically or in the form of profiling.

*The clause is an attachment to the Personal Data Protection Policy which can be found at www.alupro.com.pl in the “How do we protect your data?” section.*