

## **Information Clause for Data Processing during Request for Proposal Procedure**

Pursuant to Article 13(1) and Article 13(2) of 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) (OJ EU L 2016 no. 119, p. 1) (hereinafter “GDPR”), please be advised that:

### **1. Data Controller and Data Protection Officer**

The Controller of your personal data is Dom Development S.A. with its registered office in Warsaw, Pl. Piłsudskiego 3, 00-078 Warszawa. The Controller has appointed a Data Protection officer, whom you may contact in respect of any matters relating to personal data protection by email at [iodo@domd.pl](mailto:iodo@domd.pl) or by post at the above-mentioned address of the Controller’s registered office, with the note “Data Protection Officer”.

### **2. Purpose and Legal Basis of Data Processing**

Your personal data will be processed for the following purposes:

- a) examining offers that will be or have been submitted to the Controller and performing other actions prior to the conclusion of a contract, which constitutes a legitimate interest of the Controller (Article 6(1)(f) of the GDPR),
- b) the establishment, exercise or defence of claims (if any), which constitutes a legitimate interest of the Controller (Article 6(1)(f) of the GDPR).

### **3. Categories of Personal Data Processed**

The scope of your personal data that is processed by the Controller includes the data necessary to handle the request for proposal. This data includes your name, surname, phone number, and email address.

### **4. Data Source and Voluntary Data Provision**

Your personal data has been collected from you. The provision of personal data by you is voluntary but necessary to examine the proposal.

### **5. Retention Period**

Your personal data will be retained:

- a) with regard to examining offers that will be or have been submitted to the Controller and performing other actions prior to the conclusion of an agreement - until the conclusion of such actions,
- b) with regard to a confidentiality undertaking - until such time as the confidentiality is to be maintained in accordance with the undertaking,

- c) with regard to the establishment, exercise or defence of claims - for the limitation periods for claims as set out by law.

## **6. Data Recipients**

Your personal data may be shared with entities that the Controller engages to perform tasks requiring data processing, such as email management, hosting, IT, administrative, legal, or advisory services. It may also be shared with providers of telecommunication, courier, insurance, billing, accounting, or security services, as well as any other parties to whom the Controller assigns tasks. Your personal data may also be shared with entities or authorities authorised to receive it - but only in justified cases and in accordance with applicable law. Your personal data may be shared with entities necessary to be involved in the conclusion and delivery of the contract, such as banks, notaries, homeowner communities.

## **7. Your Rights**

With regard to the processing of personal data, you have the right to: access, rectify or erase your personal data, restrict its processing, and transfer your data. If your personal data is processed on the basis of legitimate interests, you have the right to object to the processing for reasons associated with your particular situation. You also have the right to object to the processing of your personal data for direct marketing purposes. You have the right to file a complaint with the supervisory authority competent for personal data protection (President of the Personal Data Protection Office).

## **8. Transfer of Data Outside the European Economic Area**

As the Controller sources IT tools and services externally, some of your personal data may be transferred to countries outside the European Economic Area, but only on an appropriate legal basis.

*Detailed information concerning the legal basis for such transfer is available from the Data Protection Officer.*