

## Information clause regarding the processing of personal data

### Who is the controller of your personal data?

The controller of your personal data is EP Energo Mineral Sp. z o. o. with its registered office in Opole, Piastowska 3, (45-081 Opole) NIP No [Tax ID No]: 2220728762, REGON No [National Business Registry No]: 277563694, tel. 32/786 93 25, e-mail: sekretariat@energomineral.pl;

### Why do we process your personal data?

Your personal data will be processed for the following purposes:

- to take action before concluding a contract;
- to conclude and execute the contract/order;
- for other purposes related to the conducted business activity

We use your personal data to manage online transactions, to process your orders and returns and to send you notifications about the status of your delivery or in case of any problems with the delivery of products. We will use your personal data to manage your payments. We will also use your data to process your complaints.

### Who has access to your personal data?

We do not transfer, sell or exchange your data for marketing purposes. The data provided to third parties is only used to provide you with our services. Such parties include banks that make payments or law firms that collect debts and collect our claims.

### What are the legal grounds for processing your personal data?

Processing your personal data is necessary to conclude and implement the contract.

We process the following data:

- contact details, such as name and surname, address, e-mail address and telephone number;
- payment information and payment history;
- information concerning orders.

Your data will not be processed in an automated way, including profiling.

The personal data obtained, which is necessary to achieve the purposes indicated in the instruction, belongs to the category of so-called ordinary data.

#### EP Energo Mineral Sp. z o.o.

Piastowska 3 45-081 Opole  
tel. + 48 32 786 93 25  
sekretariat@energomineral.pl

#### Zarząd:

Cezary Smyk - Prezes Zarządu  
Adam Leszkiewicz - Członek Zarządu  
Sławomir Witos - Członek Zarządu

Sąd Rejonowy w Opolu VIII Wydział Gospodarczy

KRS 0000011439

kapitał zakładowy: 1 500 000,00 zł.

REGON 277563694 NIP 222 07 28 762

ING Bank Śląski S.A.: 92 1050 1504 1000 0090 3030 8671

## How long do we store your personal data?

On the basis of the Act of 29 August 1997 - Tax Ordinance (Dz. U. [Journal of Laws] 1997 no 137 item. 926), personal data of customers who made a purchase from us is stored for accounting purposes for five years from the end of the calendar year in which the customer made his last purchase. We will keep records of e-mails and phone calls and correspondence for 365 days.

## What are your rights? *Right to access data:*

You have the right to request, at any time, information about which of your personal data we store. To do this, please contact us: e-mail: sekretariat@energomineral.pl – you will receive this information by e-mail.

## *The right to transfer:*

When we process your personal data on the basis of your consent or contract, you have the right to receive a copy of your data in a structured, commonly used and readable format. This copy may be sent to you or to another entity. This only applies to the personal data that has been provided to us.

## *Right to correct data:*

You have the right to request correction of your personal data if it is incorrect, and to supplement incomplete data.

## *Right to erasure:*

You have the right to delete your personal data processed by us at any time, except in the following situations:

- you have an open order that has not yet been shipped or has been only partially shipped
- you have an outstanding debt held by EP Energo Mineral Sp. z o. o.
- if you have made any purchases, we will retain your personal transaction data for accounting purposes.

## *Right to object against data processing:*

You have the right to object to the processing of your personal data by EP Energo Mineral Sp. z o. o. The Company will cease processing your personal data unless there are valid, legally justified grounds for processing overriding your interests, rights and freedoms. The only situation where we will immediately cease the processing of your personal data is the processing for the purpose of carrying out direct marketing tasks. Such an objection does not need to be justified.

## *The right to restrict data processing:*

You have the right to request that EP Energo Mineral Sp. z o. o. restricts the processing of your personal data if you notice that your data is incorrect or if you consider that the processing of your personal data is unlawful. Objection or restriction of processing does not affect the processing of your data before raising objections.

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## Right to lodge a complaint with a supervisory authority:

You have the right to lodge a complaint with a supervisory authority, which is the Personal Data Protection Office.

## Person responsible for protection of personal data:

A person responsible for protection of personal data in EP Energo Mineral Sp. z o. o. is Bożena Szal. To contact her, in connection with your personal data, please call: 77/44 19 810 or write to: [bszal@jdtrade.com.pl](mailto:bszal@jdtrade.com.pl).

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