

## INFORMATION CLAUSE - ELECTRONIC CORRESPONDENCE

1. The co-administrators of your personal data are:

- a) Aquila Wrzeźnia sp. z o.o. (KRS: 0000236658, NIP: 7891638178, REGON: 300060530);
- b) Aquila Radomsko sp. z o.o. (KRS: 0000305498, NIP: 7891699369, REG: 300825926);
- c) Aquila Brzeg sp. z o.o. (KRS: 0000486149, NIP: 7891752187, REG: 302555974);
- d) VPK Packaging Polska sp. z o.o. (KRS: 0000486551, NIP: 7891752193, REG: 302568563).

Hereinafter referred to as **We or the Companies**. All Companies are headquartered in Wrzeźnia (62-300), 6a Objazdowa Street. We can be contacted at e-mail: [aquila@aquila.vpk.pl](mailto:aquila@aquila.vpk.pl).

2. We have appointed a Data Protection Officer whom you can contact on all matters relating to the processing of personal data and the exercise of rights related to data processing. Contact information: Tomasz Grzybowski, [iod@vpkgroup.com](mailto:iod@vpkgroup.com).

3. As part of the co-management agreement, we have agreed on our respective responsibilities regarding the fulfilment of our obligations under the RODO, in particular we have agreed that Aquila Wrzeźnia is responsible for fulfilling the information obligation towards you, as well as for enabling you to exercise your rights. Notwithstanding this arrangement, you may also exercise your rights against other Companies. In this case, we will forward the request to Aquila Wrzeźnia, which will fulfil your request. Details of the Companies and their mutual arrangements for fulfilling their obligations under the RODO are available at <https://www.vpkgroup.com/pl-pl> and <https://aquila.vpk.pl/> under RODO.

4. We process your personal data for a purpose related to the correspondence in question. This may be in relation to an offer from our Companies, the ordering of certain services or supplies, recruitment or other activities related to our Companies.

5. We process data for:

- a) the performance of a contract that binds us, or for the purpose of entering into a contract (art. 6 ust. 1 lit. b RODO);
- b) to carry out recruitment (art. 6 ust. 1 lit. a i c RODO);
- c) responding to e-mails sent to us - on the basis of the legitimate interest we have in engaging in electronic correspondence with any person concerned (art. 6 ust. 1 lit. f RODO).

6. We process data from correspondence for the duration of its usefulness for mutual contacts. We do not have a specific time period after which we absolutely delete correspondence. However, if we terminate ongoing contact, we will retain the data for a maximum of 5 years (in the name of the accountability rule).

7. The provision of personal data is voluntary, but necessary in order for us to correspond with you and to respond to your enquiries.

8. Personal data will not be subject to profiling or automated decision-making.

9. As part of our correspondence, we may disclose personal data to our subcontractors i.e:

- a) companies providing IT support services;
- b) consultancy firms, including law firms;
- c) recipients of e-mails - to the extent of specific messages to which they are addressed.

10. You have the following rights: to request access to the content of your personal data, rectification, erasure and restriction of processing.

11. Separately, we would like to inform you that you also have the right to so-called objection to the processing of your personal data.

12. If you consider that we have violated the rules for the processing of your personal data in any way, you have the right to lodge a complaint directly to the supervisory authority (President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw, tel. 22 531-03-00, e-mail: [iod@uodo.gov.pl](mailto:iod@uodo.gov.pl), [www.uodo.gov.pl](http://www.uodo.gov.pl)).