

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
CONTRACTORS AND REPRESENTATIVES OF CONTRACTORS**

In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in 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) (hereinafter referred to as "GDPR"), we inform that:

Data Controller:	The Controller of your personal data is LS Technics sp. z o. o. with its registered office in Pyrzowice (42-625), at ul. Centralna 5, registered in the Register of Entrepreneurs kept by the District Court in Gliwice, 10th Commercial Division of the National Court Register under number 0000152229, share capital in the amount of PLN 15,813,840.00 (paid in full), NIP: 645-10-02-139 .
Data Protection Officer:	The company has not appointed a Data Protection Officer, but it operates in accordance with the standards of personal data protection. In matters related to the protection of personal data, you can contact us at the following e-mail address: iod@lst.aero or correspondence address: LS Technics sp. z oo, ul. Centralna 5, 42-625 Pyrzowice.
Purposes and lawful basis for processing:	<p>We process your data for the following purposes:</p> <ol style="list-style-type: none">1. exercise of rights and obligations arising from the concluded contract (if you are a party to the contract with LST) - the basis of art. 6 sec. 1 lit. b GDPR;2. fulfillment of legal obligations - the basis of art. 6 sec. 1 lit. c GDPR - use for accounting, accounting, tax and other purposes related to the performance of legal obligations incumbent on LST;3. implementation of the legitimate interests of the administrator - the basis of art. 6 sec. 1 lit. f GDPR - including:<ul style="list-style-type: none">• contacting you as a representative of the contracting party for the purpose of proper performance of the contract;• taking actions related to the contract (archiving documents, internal statistics, reporting) based on the legitimate interest of the administrator, which is to maintain the appropriate quality of services and care for maintaining business relationships;• conducting verification of the counterparty and assessing the risk associated with it in order to prevent violations of economic sanctions and potential fraud and abuse;• determination, investigation or defense against possible claims.
Categories of relevant data:	<p>The scope of the processed data depends on the category of the person to whom they relate:</p> <ol style="list-style-type: none">1. in the case of a contractor who is a natural person, we process such data as: name and surname, NIP number, REGON number, business address, correspondence address, e-mail address, telephone number, financial data resulting from invoices and other accounting documents, bank account number;2. in the case of contractor's representatives, we process such data as: name and surname, e-mail address, telephone number, or other data provided by the contractor.

Recipient categories:	<p>Your data may be transferred:</p> <ol style="list-style-type: none"> 1. entities related to LST, i.e. companies from the PGL capital group; 2. entities providing selected services to LST (including accounting, legal, marketing, IT services - to the extent it is necessary to provide these services); 3. insurers, if the contract concluded with LST has been covered by insurance.
Data retention period:	<p>The period of data storage depends on the specific purpose for which we process it:</p> <ol style="list-style-type: none"> 1. in order to perform the rights and obligations arising from the concluded contract - until the expiry of claims under the contract; 2. in order to keep internal statistics, reports - until the expiry of claims under the concluded contract; 3. in order to verify the contractor - until the claims under the contract expire; 4. for the purpose of archiving documents - until the claims under the contract expire; 5. for accounting purposes - until the date of approval of the financial statements for a given financial year, but not shorter than the date of settlement of persons entrusted with assets covered by retail sales; 6. for tax purposes - no longer than for a period of 5 years from the end of the calendar year in which the tax obligation arose; 7. for accounting purposes - 5 years (storage time for accounting books).
Rights of data subjects:	<p>In accordance with the GDPR, you have the following rights, which can be exercised by contacting LST using any means of communication:</p> <ol style="list-style-type: none"> 1. the right to access your personal data; 2. the right to request rectification of personal data; 3. the right to request the deletion of personal data; 4. the right to request restriction of personal data processing; 5. the right to transfer personal data; 6. the right to object to the processing of personal data on the basis of a legitimate interest for reasons related to your particular situation; 7. the right to lodge a complaint with the supervisory authority.
Source of data origin:	<p>The data we process has been obtained from one of the following sources:</p> <ol style="list-style-type: none"> 1. provided by the counterparty, or 2. obtained from public sources, such as public registers and other publicly available databases via the Internet, or 3. obtained from LST partners One of the LST partners is Dun & Bradstreet, which provides economic data to LST. Further information on data processing by Dun & Bradstreet is available at: www.dnb.com/pl-pl/twoje-dane-biznesowe