

INFORMATION ON PERSONAL DATA PROCESSING

<p style="text-align: center;">PERSONAL DATA ADMINISTRATOR</p>	<p>Your personal data are administered by Poland Audit Services sp. z o. o. (hereinafter referred to as the " Administrator") with its registered office at 2 Hrubieszowska Street in Warsaw (01-209).</p> <p>You may contact the Administrator by e-mail: <i>monika.byczynska@crowe.pl</i> or <i>in writing to the registered office address.</i></p>
<p style="text-align: center;">PROCESSING PURPOSES</p>	<p>Your personal data will be processed for the following purposes:</p> <ol style="list-style-type: none"> 1. providing audit services to the Clients, i.e. preparing an offer, concluding and performing a contract, 2. performance of the contract for the statutory audit of financial statements, as well as the performance of other tasks or duties specified in the Act on Statutory Auditors, Audit Firms and Public Oversight (Journal of Laws of 2019, item 1441 with further changes) and the Accounting Act of 29 September 1994 (Journal of Laws of 2019, item 351 with further changes), 3. resulting from legally justified interests pursued by the Administrator, such as securing and pursuing claims, 4. performance of the obligations incumbent on the Administrator in accordance with the Act on Counteracting Money Laundering and Terrorist Financing (Journal of Laws of 2019, item 1115 i.e.).
<p style="text-align: center;">LEGAL GROUNDS FOR PROCESSING</p>	<p>Your data are processed on the following basis:</p> <ul style="list-style-type: none"> • processing is necessary for the performance of the contract (Article 6(1)(b) of the GDPR); involving a statutory audit of financial statements and the performance of other personal data processing operations specified in the contract, not directly covered by the subject of the services; • processing is necessary to fulfil the legal obligation of the Administrator (Article 6(1)(c) of the GDPR); • processing is necessary for the purposes of the Administrator's legitimate interests (Article 6(1)(f) of the GDPR). <p>Nature of personal data processed in connection with contract performance also covers data on convictions and offences within the meaning of Article 10 of the GDPR and does not cover special categories of data within the meaning of Article 9(1) of the GDPR.</p>
<p style="text-align: center;">DATA RETENTION PERIOD</p>	<p>Your data shall be stored:</p> <ul style="list-style-type: none"> • after completion of the services for a period of at least 5 years following the closing of the audit files or until the termination of the punishability of a disciplinary offence under the Act on Statutory Auditors, Audit Firms and Public Supervision; • for tax purposes - for 5 years from the end of the

- calendar year;
- for accounting purposes - for 5 years from the end of the accounting year in which the event occurred;
- for the purpose of securing or pursuing claims, for the necessary period of time permitted by the law;
- in order to fulfil the obligation to apply financial security measures under the Act on Counteracting Money Laundering and Terrorist Financing - for a period of 5 years from the first day of the year following the event.

<p>DATA RECIPIENTS</p>	<p>The entities processing your personal data are the authorized employees of Poland Audit Services sp. z o. o. or the persons cooperating with Poland Audit Services sp. z o. o. on the basis of civil law contracts, as well as the entities providing service and maintenance of IT systems.</p> <p>The Administrator reserves the right to order the performance of certain activities as part of the audit to another entity from the list of audit firms (within the meaning of the Act on Statutory Auditors, Audit Firms and Public Oversight).</p>
<p>DATA PROCESSING RIGHTS</p>	<p>You have the following rights related to personal data processing:</p> <ul style="list-style-type: none"> • the right to access and receive a copy of your data, • the right to object to the data processing due to a specific situation, • the right to delete personal data, • the right to request the correction of personal data, • the right to request a restriction of personal data processing, • the right to transfer personal data. <p>Some of the rights may not be available for the processing of the data under the concluded contracts.</p>
<p>RIGHT TO LODGE A COMPLAINT TO THE AUTHORITY</p>	<p>You have the right to lodge a complaint to the data protection supervisory authority in your Member State of habitual residence, place of work or place of the alleged infringement.</p> <p><u>Contact details of the Polish supervisory authority:</u> Office of the President of the Personal Data Protection Office (PDPO) The address: Stawki 2, 00-193 Warsaw Fax: +48 22 531 03 01.</p>
<p>INFORMATION ON PROFILING AND AUTOMATED DECISION MAKING</p>	<p>Your data will not be used in automated decision making and profiling processes.</p>
<p>OBLIGATION TO PROVIDE THE DATA</p>	<p>Providing personal data is voluntary, however, the refusal to provide it may prevent the conclusion of a contract or the proper</p>

performance of the service.

**DATA TRANSMISSION
OUTSIDE THE EUROPEAN
ECONOMIC AREA**

Your data will not be transferred to a third country or international organisation.