

**PRIVACY POLICY**  
**BEST LOGISTICS SP. Z O.O.**

**1. Personal Data Administrator**

Please be informed that the Administrator of your personal data is **BEST LOGISTICS SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ** with its registered office in Szczecin, Panieńska Street 10A/4, 70-535 Szczecin, Poland, entered in the register of entrepreneurs under KRS number: 0000098681, NIP (Tax identification number): 8513314021, REGON (statistical number): 81199643400000, e-mail address: info@best-logistics.com; telephone number +48 91 88 54 500 (contact details) [hereinafter: "Administrator"].

**2. Purposes of personal data processing and basis for data processing**

The processing of your personal data may take place:

- a. **for the purpose of:** conducting promotional and marketing activities by the Administrator by electronic means, consisting of providing information about the Administrator and its activities and providing answers to the questions asked, in particular using the e-mail address provided by you for this purpose, **on the basis of:** Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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) (Official Journal of the EU L2016, No. 119, p.1 ) [hereinafter: "GDPR"],
- b. **for the purpose of:** executing contracts concluded with you or taking action (at your request) prior to the conclusion of such contracts, **on the basis of:** Article 6(1)(b) GDPR,
- c. **for the purpose of:** performing contracts with the entity you are representing in your dealings with the Administrator (including: an employee, contractor or further subcontractor) or taking actions prior to entering into such contracts, **on the basis of:** Article 6 (1)(f) GDPR,
- d. **for the purpose of:** conducting promotional and marketing activities by the Administrator by means other than electronic, in particular: providing information about the Administrator and its activities and answering questions, **on the basis of:** Article 6(1)(f) GDPR,
- e. after the expiration of other grounds, **for the purpose of:** establishing, investigating or defending against claims, **on the basis of:** Article 6(1)(f) GDPR.

**3. Legally legitimate interest**

The legitimate interest of processing your personal data occurring on the part of the Administrator is:

- a. with regard to the case described in point 2c above - the ability to communicate with the Administrator's business partner/contractor and perform the contract concluded with him/her,
- b. with respect to point 2d above - promotional and marketing activities of the Administrator,
- c. with respect to point 2e above - the establishment, investigation and defense against claims.

**4. Recipients of personal data/Categories of recipients of personal data**

Your personal data may be transferred to: entities authorized under the law, entities authorized under agreements concluded with the Administrator, to the extent necessary to carry out the aforementioned duties/contracts - in particular, entities providing services related to providing access to the Administrator's e-mail service and its maintenance as well as to you.

**5. Transfer of Personal Data to a third country/international organization**

The administrator will not transfer your personal data to a third country or international organization.

**6. Period of data storage / criteria for determining this period**

Your personal data will be stored for the period of cooperation with you or the entity whose representative you are, and after its termination for the period of limitation of claims related to that cooperation or the period necessary for the Administrator to fulfill the obligations imposed on the Administrator by generally applicable laws.

Your personal data processed on the basis of your consent will be kept for the period of its validity, i.e. until it is revoked, and after that time for the period necessary for the Administrator to fulfill the obligations imposed on the Administrator by commonly applicable laws.

## **7. Rights**

The detailed scope of your rights as a data subject (the so-called “data subject”) is set forth in Chapter III of the GDPR entitled “Rights of the Data Subject.”

At any time you are entitled to exercise the indicated rights under the terms of the applicable regulations, in particular to:

- a. request access to personal data concerning you,
- b. to request rectification of personal data concerning your person,
- c. request the erasure of processing of personal data concerning your person, except for processing necessary for: (i) compliance with a legal obligation requiring processing under Union law or the law of a Member State to which the Administrator is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Administrator, (ii) archival purposes in the public interest, for scientific or historical research purposes, or for statistical purposes (iii) for the establishment of the assertion or defense of claims,
- d. request the restriction of the processing of personal data concerning you,
- e. object to the processing of personal data concerning your person, on the basis indicated in points 2b, 2c; 2d; 2e, above,
- f. request the transfer of personal data concerning your person, on the basis indicated in point 2a, above, insofar as the processing is performed by automated means,
- g. lodge a complaint to the Supervisory Authority (in Poland this is the President of the Office for Personal Data Protection, formerly the Inspector General for Personal Data Protection),
- h. if processing is performed on the basis of consent to withdraw consent to processing at any time without affecting the legality of processing performed on the basis of consent before its withdrawal.

## **8. Information on the requirement/conditions for personal data and the source of the data**

Provision of your personal data is not a statutory requirement. However, failure to provide data will make it difficult or even impossible, respectively: to contact you; to conclude; or to perform a contract or provide services.

If the data were not provided directly by you, their source is an entity whose representative you are in contact with the Administrator, or they were obtained by the Administrator from publicly available sources. In such cases, the Administrator processes your personal data in terms of your contact information: name, surname, telephone number, e-mail address, the organization of which you are a representative and the function performed in it (the so-called “categories of relevant personal data”).

## **9. Automated decision-making**

Your personal data may be processed automatically or semi-automatically.

However, your personal data will not be used to make a decision that is based solely on automated processing, including profiling, and which produces legal effects on you or similarly significantly affects you.

## **10. Changes to the policy**

The Administrator reserves the right to change this policy/statement and to update it.