

**Information Clause on Processing Personal Data
for a Counterparty of 3LP S.A.**

- I. In case you are a natural person - a counterparty of 3LP S.A. (hereinafter referred to as "3LP" or "the Company") and you have shared your personal data with 3LP S.A., the Company fulfilling the duty referred to in Article 13, section 1, subsection 2 of the Regulation (EU) 2016/679 of the European Parliament And Of The Council of 27 April 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 (hereinafter referred to as "GDPR"), hereby informs as follows:**
- 1. The Controller of your personal data is 3LP Spółka Akcyjna [joint-stock company] with its seat in Siechnice, ul. E. Kwiatkowskiego 24, 55-011 Siechnice, entered into the register of entrepreneurs kept by the District Court for the Wrocław - Fabryczna, 9th Commercial Department of the National Court Register, under the number KRS0000616228, share capital: PLN 59,100,000.00 fully paid, NIP [Tax Identification Number]: 896-155-12-25, REGON [the National Official Register of Business Entities]: 364411238, e-mail address: zarzad@3lp.eu, tel. number: +48713761618.**
 - 2. 3LP S.A. processes your personal data for the following purposes:**
 - 1) providing you with services by 3LP and undertaking actions on your request, preceding the provision of the above-mentioned services in order to send offers of services provided by 3LP - pursuant to article 6, section 1, letter b) of GDPR,**
 - 2) fulfilling the legal obligation of the Controller especially the duties resulting from the following provisions of the tax, accounting, and civil laws - pursuant to article 6, section 1, letter c) of GDPR,**
 - 3) resulting from the legally justified interests carried out by the Controller or by third party, i.e. in order to manage relations with a customer, in order to make profiles, in order to pursue claims or protect against claims, for direct marketing as long as you gave your consent to be contacted by phone or via e-mail, to be able to send information about your liabilities towards 3LP via e-mail, in order to send via e-mails invoices, correcting invoices, and duplicates of the above-mentioned documents, as long as you gave your consent, in order to secure receivables for the provided services, in order to ensure accountability, i.e. proving following the regulations regarding processing personal data - pursuant to Article 6, section 1, letter f) of GDPR.**
 - 3. The Controller shares your personal data to the following categories of recipients: entities providing delivery (couriers) and postal services, banks where 3LP has its bank accounts in relation to transferring some amounts to your bank account in case**

of claims or overpayments, entities providing 3LP with the following services: accounting, documents archiving, auditing Financial Statements, IT, tax, financial, business, and legal consulting, services related to sending e-mails for purposes of direct marketing.

4. Your personal data will be stored in case of processing personal data in order to:
 - 1) conclude and execute contract for the provision of services - by the time the claims expire,
 - 2) fulfil the legal liability on 3LP - by the time the period of processing personal data expires in conformity with the applicable provisions of law,
 - 3) manage relations with customers - for the unlimited period of time or by the moment you submit an objection, unless 3LP presents legally justified grounds for processing, overriding the interests, rights, and freedoms of a person the personal data refer to,
 - 4) make profiles - for the unlimited period of time or by the moment you submit an objection, unless 3LP presents legally justified grounds for processing, overriding the interests, rights, and freedoms of a person the personal data refer to,
 - 5) pursue claims - by the moment of enforcing claims or prescriptions, whichever occurs earlier,
 - 6) protect against claims - by the moment of enforcing claims or prescriptions, whichever occurs earlier,
 - 7) carry out direct marketing - by the time of withdrawing consent to receive commercial information for purposes of direct marketing,
 - 8) send information about your liabilities towards 3LP via e-mail - by the time the above-mentioned liabilities exist,
 - 9) send invoices, correcting invoices, and duplicates of the above-mentioned documents by e-mail - by the time you withdraw the consent,
 - 10) secure receivables for the services provided by 3LP - as long as you remain in trade relations with 3LP and there are outstanding claims of 3LP towards you,
 - 11) ensure accountability - for the indefinite period of time.
5. You have right to access your personal data, correct them, delete them, or limit their processing, as well as right to file an objection against processing, as well as right to transfer the data.
6. You have right to file a claim to a supervising body, i.e.: the President of the Personal Data Protection Office.
7. Providing personal data is obligatory in a situation when provisions of law or a contract concluded between you and 3LP constitute premises for processing personal data. Providing personal data constitutes a condition for concluding a contract. In case you refuse to provide your personal data, 3LP will not be able to contact you as part of initiating operations preceding concluding a contract with 3LP, will not have right to contact you in order to exercise the contract concluded between you and 3LP, will not be able to contact you in order to accept and examine claims filed by you, will not be

able to contact you for the purpose of direct marketing, as long as you gave your consent to 3LP to contact you over a phone or via e-mail, and will not be able to send you invoices, correcting invoices, and duplicates of the above-mentioned documents via e-mail.

8. As part of making profile, on the basis of information regarding the business activity you run and on the basis of history of your cooperation with 3LP, 3LP set prices of the services provided to you.

II. In case the Controller obtains your personal data not directly from you, 3LP fulfilling the obligation specified in Article 14, section 1-2 of the Regulation (EU) 2016/679 of the European Parliament And Of The Council of 27 April 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 (hereinafter referred to as "GDPR"), in the supplement of the above-mentioned information, excluding section 7, additionally informs that:

1. the Controller processes the following categories of personal data not directly obtained from you: delivery address, NIP number, REGON number, information on your creditworthiness, especially on-time payment of liabilities towards other business entities.
2. The Controller obtained your personal data from the public registers, i.e. CEIDG [Central Registration and Information on Business], REGON register, your website, business information offices, and entities providing services of sharing business reports on companies, i.e. Krajowego Rejestru Długów Biura Informacji Gospodarczej S.A. [KRD Economic Information Bureau], ul. Danuty Siedzikówny 12, 51-214 Wrocław, BISNODE Polska Sp. z o.o., Plac Europejski 2, 00-844 Warszawa, Coface Poland Credit Management Services Sp. z o.o., Aleje Jerozolimskie 142A, 02-305 Warszawa, EULER HERMES COLLECTIONS Sp. z o.o., Aleje Jerozolimskie 98, 00-807 Warszawa.

III. Pursuant to Article 21, section 1 of GDPR you have right at any time to file an objection - due to your particular situation - against processing of your personal data, based on legally justified aim of 3LP or a third party, including making profiles.

IV. Pursuant to Article 21, section 2 of GDPR you have right at any time to file an objection against processing of your personal data for the purposes of direct marketing, including making profiles in the scope in which processing is related to such direct marketing.

Information clause regarding processing of data for a person (employee, contractor) acting on behalf of 3LP's counterparty.

- I. In case you are a natural person - an employee or a contractor of 3LP S.A. and you have shared your personal data with 3LP S.A., the Company fulfilling the duty referred to in Article 13, section 1, subsection 2 of the Regulation (EU) 2016/679 of

the European Parliament And Of The Council of 27 April 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 (hereinafter referred to as “GDPR”), hereby informs as follows:

1. The Controller of your personal data is 3LP Spółka Akcyjna [joint-stock company] with its seat in Siechnice, ul. E. Kwiatkowskiego 24, 55-011 Siechnice, entered into the register of entrepreneurs kept by the District Court for the Wrocław - Fabryczna, 9th Commercial Department of the National Court Register, under the number KRS0000616228, share capital: PLN 59,100,000.00 fully paid, NIP [Tax Identification Number]: 896-155-12-25, REGON [the National Official Register of Business Entities]: 364411238, e-mail address: zarzad@3lp.eu, tel. number: +48713761618.
2. The Controller processes your personal data for the purpose resulting from the legally justified interests carried out by the Controller or by third party, i.e. in order to contact you as part of undertaking actions preceding concluding a contract between your employer or customer and the Controller, contact you in order to carry out a contract concluded with the Controller by your employer or a customer, in order to contact you to take and examine your claims filed by your employer or customer, in order to pursue claims or ensure protection against claims in relations with your employer or customer, in order to manage relations with your employer or customer, in order to carry out direct marketing as long as your expressed your consent to be contacted by phone or e-mail, in order to send via e-mail information regarding liabilities of your employer or customer towards 3LP, in order to send via e-mail invoices, correcting invoices, and duplicates of the above-mentioned documents regarding transactions concluded by 3LP and your employer or customer as long as the consent was expressed, in order to ensure accountability, i.e. proving following the regulations regarding processing personal data - pursuant to Article 6, section 1, letter f) of GDPR.
3. The Controller shares your personal data to the following categories of recipients: entities providing delivery (couriers) and postal services, accounting, documents archiving, auditing Financial Statements, IT, tax, financial, business, and legal consulting, services related to sending e-mails for purposes of direct marketing.
4. Your personal data will be stored in case of processing personal data in order to:
 - 1) conclude and execute a contract with your employer or customer - by the time the claims expire,
 - 2) fulfil the legal liability on 3LP in relation with your employer or customer - by the time the period of processing personal data expires in conformity with the applicable provisions of law,
 - 3) manage relations with your employer or customer - for the unlimited period of time or by the moment you submit an objection, unless 3LP presents legally justified grounds for processing, overriding the interests, rights, and freedoms of a person the personal data refer to,

- 4) send invoices, correcting invoices, and duplicates of the above-mentioned documents by e-mail - by the time you withdraw the consent,
 - 5) send information on liabilities or your employer or customer towards 3LP via e-mail - by the time the above-mentioned liabilities exist,
 - 6) pursue claims against your employer or customer - by the moment of enforcing claims or prescriptions, whichever occurs earlier,
 - 7) protect against claims expressed by your employer or customer - by the moment of enforcing claims or prescriptions, whichever occurs earlier,
 - 8) carry out direct marketing - by the time of withdrawing consent to receive commercial information for purposes of direct marketing,
 - 9) ensure accountability - for the indefinite period of time.
5. You have right to access your personal data, correct them, delete them, or limit their processing, as well as right to file an objection against processing.
 6. You have right to file a claim to a supervising body, i.e.: the President of the Personal Data Protection Office.
 7. Providing personal data is obligatory in a situation when provisions of law or a contract concluded between your employer or customer and 3LP constitute premises for processing personal data. In case you refuse to provide your personal data, 3LP will not be able to contact you as part of initiating operations preceding concluding a contract between your employer or customer and 3LP, will not have right to contact you in order to exercise the contract concluded between your employer or customer and 3LP, will not be able to contact you in order to accept and examine claims filed by your employer or customer, will not be able to contact you for the purpose of direct marketing, as long as you give your consent to 3LP to contact you over a phone or via e-mail, and will not be able to send you invoices, correcting invoices, and duplicates of the above-mentioned documents regarding transactions concluded between 3LP and your employer or customer via e-mail.

II. In case you are an employer or contractor of 3LP's counterparty and the Controller obtained your personal data from your employer or customer, 3LP, fulfilling the duty from Article 14, section 1-2 of the Regulation (EU) 2016/679 of the European Parliament And Of The Council of 27 April 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 (hereinafter referred to as "GDPR"), in the supplement of the above-mentioned information, excluding section 7, additionally informs that:

1. The Controller processes the following categories of your personal data: name, surname, telephone number, e-mail address, position.
2. The Controller obtained your personal data from your employer or customer.

III. Pursuant to Article 21, section 1 of GDPR you have right at any time to file an objection - dur to your particular situation - against processing of your personal data, based on legally justified aim of 3LP or a third party.

- IV. Pursuant to Article 21, section 2 of GDPR you have right at any time to file an objection against processing of your personal data for the purposes of direct marketing, in the scope in which processing is related to such direct marketing.**

**Information clause regarding processing of data for a person applying for a position
at 3LP S.A.**

By clicking "Apply" button you express your consent to processing your personal data by 3LP S.A.

1. Since you have applied for a position at 3LP S.A. with its seat in Siechnice (hereinafter referred to as "3LP" or "the Company") we inform that the Controller of your data is 3LP Spółka Akcyjna with its seat in Siechnice, ul. E. Kwiatkowskiego 24, 55-011 Siechnice, entered into the register of entrepreneurs kept by the District Court for the Wrocław - Fabryczna, 9th Commercial Department of the National Court Register, under the number KRS0000616228, share capital: PLN 59,100,000.00 fully paid, NIP [Tax Identification Number]: 896-155-12-25, REGON [the National Official Register of Business Entities]: 364411238; +48 71 376 16 18
2. Your personal data:
 - 1) entered in the above-mentioned recruitment form will be processed in order to carry out the recruitment process for a position at 3LP, pursuant to Article 6, section 1, letters b) and c) of the Regulation (EU) 2016/679 of the European Parliament And Of The Council of 27 April 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 (hereinafter referred to as "GDPR") in relation to Article 22, 1, 1 of the Labour Code,
 - 2) included in the CV enclosed by you to this application form, in the scope exceeding personal data specified in Article 22, 1, 1 of the Labour Code, will be processed in order to carry out the recruitment process, on the basis of a consent, in conformity with Article 6, section 1, letter a) of GDPR in relation to Article 22, 1a, of the Labour Code,
 - 3) provided by you in the course of the recruitment process in conformity with point 1-2 above will be processed for the purposes of future recruitment processes, on the basis of a consent, in conformity with Article 6, section 1, letter a) of GDPR.,
 - 4) allow the documentation of a fact that you expressed your consent in cases referred to in point 2 and 3 above, will be processed to ensure accountability, i.e. proving following the regulations regarding processing personal data - pursuant to Article 6, section 1, letter f) of GDPR.
3. Personal data are shared with the following categories of recipients:
 - an entity providing 3LP with a service of ensuring access to a website you use to apply for a position with 3LP, i.e. eRecruitment Solutions Sp. z o.o.,

- an entity providing 3LP with e-mail services, i.e. Microsoft Ireland Operations Ltd.

Due to 3LP using services provided by Microsoft Ireland Operations Ltd personal data may be shared to servers located in the US, where they are stored by Microsoft Corporation. Microsoft Corporation ensures a sufficient level of protection of personal data consistent with the standards required by the EU.

4. Personal data are processed:

- in case you do not conclude an employment contract and do not give your consent to process your personal data by 3LP for the purposes of future recruitment processes - by the time you withdraw your consent; however, not longer than 14 days after the recruitment processed is completed,
 - in case you do not conclude an employment contract and give your consent to process your personal data by 3LP for the purposes of future recruitment processes for a position applied for in this recruitment process - by the time you withdraw your consent; however, not longer than 6 months after the recruitment processed is completed,
 - in case you do not conclude an employment contract and do not give your consent to process your personal data by 3LP for the purposes of future recruitment processes at 3LP - by the time you withdraw your consent; however, not longer than 6 months after the recruitment processed is completed,
 - in order to ensure accountability, i.e. proving following the regulations regarding securing personal data - for a time required to prove that processing data is conducted upon a given consent.
5. You are entitled to request from 3LP an access to your personal data, correct them, delete them, or limit the processing, and to transfer them.
6. You also have right to file a claim to a supervisory body (the President of the Personal Data Protection Office).
7. You also have right - due to your particular situation - to file an objection against processing of your personal data by 3LP, based on Article 6, section 1, letter f) of GDPR.
8. Filling the above-mentioned recruitment form is voluntary; however, if you want to apply for a position with 3LP, the obligation to provide your personal data specified in the above-mentioned form results from the provisions of the Labour Code. Refusing to fill in the above-mentioned form will make it impossible for you to apply for a position with 3LP using the form. In case of additional data included in your CV, exceeding the personal data specified in Article 22, 1, 1 of the Labour Code, providing the above-mentioned data to 3LP is voluntary. Expressing your consent to process additional data in the above-mentioned cases is voluntary. Refusing to express your consent or withdrawing your consent in the scope of the above-mentioned data will not constitute a basis for unfavourable treatment and will not bring any negative consequences on you, especially it will not constitute a reason for rejecting your candidacy.

I hereby give 3LP S.A. with its seat in Siechnice my consent to process data included in my CV enclosed to the recruitment form in the scope exceeding data specified in Article 22, 1 of the Labour Code, for the purposes of conducting recruitment process in 3LP. I know that I have right to withdraw my consent at any time without any impact on conformity with processing

law which was carried out on the basis of the consent before its withdrawal. I know I can withdraw my consent by send an information to the following e-mail address: zarzad@3lp.eu

In case you do not conclude a contract with my I hereby give my consent to process my personal data provided as part of the recruitment process to 3LP, for the purposes of future recruitment processes for the same position which this recruitment process refers to. I know that I have right to withdraw my consent at any time without any impact on conformity with processing law which was carried out on the basis of the consent before its withdrawal. I know I can withdraw my consent by send an information to the following e-mail address: zarzad@3lp.eu