

PRIVACY AT LABRA

1. The required data

Our Privacy Statement explains how we collect, use and process your personal data. You can easily access the Privacy Statement: <https://labra.pl/en/download/privacy-statement> and at our Manufacturing Facility – LABRA Ltd at Koszykarska 4, Olszyny, 32-551 Babice. LABRA Ltd with its Head Office in Rybna, Przegonia Duchowna 305, 62-061 Rybna is the Data Controller of the information you provide us with.

What information do we collect?

- your name;
- your surname;
- your residential/mailling/registered address;
- your Personal ID Number; your Tax ID Number;
- your email address or any other form of online communication;
- your IP address; data obtained from social media platforms;
- name and address of the facility where our equipment has been installed;

2. Why do we use your information?

Administration: your information enables us to properly manage the products and services we provide to you, for example, signing contracts or issuing invoices;

Communication: in order to provide you with our products and services, we need to be able to get in touch with you and our contractors;

Marketing: we want to make sure that you are familiar with our products, services and offers that you may be interested in;

3. How do we process and keep your information?

Your personal information is processed at LABRA Ltd in its Head Office in Rybna, Przegonia Duchowna 305, 62-061 Rybna in Poland and also in the office at Koszykarska 4, Olszyny, 32-551 Babice. We host and store your data on the company's external server in Poland. Your personal information is not shared with any third party unless required by law.

4. How long do we store your information for?

We are bound by the Polish law to keep your personal data for 10 years maximum unless it needs to be kept for a longer time due to the regulations under the Data Retention Policy. After this time, your information will be irreversibly erased. You may opt out, i.e. request not to receive any marketing and promotional material at any time by contacting us directly. You will find more information in our 'Data Retention Policy' – the hard copy of this document is available at our Manufacturing Facility at Koszykarska 4, Olszyny, 32-551 Babice.

5. What are your rights? How can you make a privacy complaint?

If you consider your personal information to be incorrect or incomplete, you may request that it is updated or deleted. In order to do so, please email us at export@labra.pl or contact us by mail at LABRA Ltd, Koszykarska 4, Olszyny, 32-551 Babice. You can also use our contact details to notify us of any privacy complaint you have against us. We will investigate and deal with the complaint with your cooperation. If that still makes you concerned and dissatisfied with the way your personal data is processed, you may contact and lodge a complaint with the Bureau of the Inspector General for the Protection of Personal Data at Stawki 2, 00-193 Warszawa.