

Warsaw, May 24th, 2018

Dear Sir or Madam,

from May 25th, 2018 the EU regulation nr 2016/679 from April 27th, 2016 of the European Parliament and the Council on the protection of individuals with regard to the processing of personal data and their free movement will become applicable (Ordinance).

Regarding to the above mentioned we kindly inform you that your personal data or personal data of your representatives will be processed in accordance with art. 6 of the Ordinance of the point 1 a, b, c and f (with reference to the following points):

- customers' personal data are kept with their consent from the beginning of cooperation until the end of cooperation. After the end and completion of cooperation data will be hand-over to the client in a maximum of two weeks,
- in order to present the offer of our services data will be kept until the objections are expressed.

Providing your personal data are voluntary, but in the absence of them it will make it impossible to perform the contract or conduct marketing activities.

In the case of representatives of contractors, their data was obtained directly from contractors they represent or from publicly available sources.

We provide your personal data to the entities with whom we cooperate for the purpose of providing our services, e.g. entities performing postal, courier, legal and IT services.

Each of you or your representatives has the right to:

- access to the content of his/her data,
- correction, deletion or limitation of data processing,
- data transfer,
- raising objections,
- withdrawal of consent at any time without affecting the legality of the processing, which was made on the basis of consent before it is withdraw.

In addition, you have the right to lodging a complaint to the President of the Office for the Protection of Personal Data if you believe that the processing of personal data violates the law of the Ordinance.

The above information applies also to all representatives of our contractors, therefore we kindly ask you to distribute them to these persons.

This letter does not change the terms of the agreement between the parties and is purely informational with the date of entry into force from May 25th, 2018. The letter does not require an answer.

Management of VGD Sp. z o.o.