Information Clause of the Controller for our Clients

1. Farmaceutyczna Spółdzielnia Pracy "GALENA", registered address: ul. Dożynkowa 10, 52-311 Wrocław, registered in the register of entrepreneurs by the District Court Wrocław-Fabryczna in Wrocław, VI Commercial Division of the National Court Register, under KRS number: 0000025219, Tax ID (NIP): 8960002953, National Business Registry Number (REGON): 000402968, is the Controller (hereinafter referred to as the **Controller**) its clients with whom it concluded a contract of sale or for the provision of services, hereinafter collectively referred to as **Clients**.

2. Personal data of Clients are processed by the Controller in order to the implementation of contracts and the provision of services arising from the legal relationships between the Controller and Clients,

3. As per the rule of minimisation, Controller only processes the categories of personal data of Clients that are considered necessary to achieve purposes specified in the previous sentence.

4. Providing personal data is voluntary, but necessary to conclude and implement contracts concluded by the Controller with Clients.

5. Controller shall process the personal data of Clients only for however long it is necessary to achieve said purposes specified in the point 2 above, taking into account the legitimate interest of the Controller, referred to in point 7b. The personal data may be processed for a longer period of time only when the Controller is required by the relevant mandatory rules of law to do so, by the legally justified interest of the Controller, referred to in point 7c below (i.e. during the period of limitation of claims or termination of relevant proceedings, if they were instituted in the limitation period).

6. The source of the personal data processed by the Controller are the Clients, i.e. the persons to whom the data relates. The Controller may also process the data of employees of his Clients on the basis of disclosure, if the contract concluded with the Client implies the need to act through them.

7. The legal basis for processing personal data of Clients is:
a) art. 6.1.b of the GDPR, i.e. processing is necessary for the performance of a contract to which Clients is party or in order to take steps at Client's request prior to entering into a contract, or
b) art. 6.1.c of the GDPR, i.e. indispensability to fulfill legal obligations incumbent on the Controller, or
c) art. 6.1.f of the GDPR, i.e. legitimate interests pursued by the Controller, such as determining, demanding, or defending claims, until they lapse or until the relevant proceedings are completed, if they were initiated within that period, or
d) art. 6.1.a of the GDPR, i.e. Client's consent to the processing of personal data for one or more specific purposes, when other legal bases for data processing are not applicable.

8. Personal data of Clients shall not be shared with any third country or international organization, as per the GDPR.

9. Any personal data shall not be disclosed to third parties without the express consent of the person to whom the data relates. Personal data may be shared without the consent of the person to whom it relates only with legal public bodies, i.e. government and administrative bodies (e.g. tax offices, judicial authorities and other entities with a mandate stipulated by the relevant mandatory rules of law).

10. Personal data may be shared with entities that process the data on our request, i.e. on the request of the Controller. In such cases, the Controller concludes a contract for personal data processing with such an entity. The processing entity processes the shared personal data solely for purposes specified in the aforementioned contract. Without sharing the personal data with such entities Controller would not be able to conduct its business activity. The Controller shares the personal data for processing with the following entities:
a) providing IT services related to the Internet domain and computer systems of the Controller,
b) providing us courier, postal and transport services,
c) providing other services that are necessary for the day-to-day activities of the Controller.

11. The personal data is not profiled by the Controller, as per the GDPR.

12. According to the GDPR, each Client as person whose personal data is being processed by the Controller, has the right to:
a) be informed of the processing of their personal data, as per art. 12 of the GDPR,
b) have access to their personal data, as per art. 15 of the GDPR,
c) correct or update the personal data, as per art. 16 of the GDPR,
d) delete the data (the right to be forgotten), as per art. 17 of the GDPR,
e) limit the processing, as per art. 18 of the GDPR,
f) transfer the data, as per art. 20 of the GDPR,
g) file a rejection to the processing of the personal data, as per art. 21 of the GDPR,
h) in the case of the legal basis referred to in point 7d above - the right to withdraw consent at any time without affecting the legality of the processing, which was made on the basis of consent before its withdrawal,
i) refuse profiling, as per art. 22 relating to art. 4.4 of the GDPR,
j) file a complaint to a regulatory body (i.e. to the Prezes Urzędu Ochrony Danych Osobowych), as per art. 77 of the GDPR,
taking into account the rules of using and exercising these rights resulting from the provisions of the GDPR.

13. The Controller has appointed the Data Protection Officer, who is Konrad Cioczek. Any questions, requests or complaints relating to personal data processing, should be sent to the following e-mail address of the Data Protection Officer: iod@galena.pl, or in writing to the postal address of Controller: ul. Dożynkowa 10, 52-311 Wrocław.