

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
OF PEOPLE CONTACTING CORTEX CHEMICALS SP. Z O. O. BY PHONE, VIA THE WEBSITE
WWW.CORTEXCH.COM, SOCIAL MEDIA AND SIGNED UP FOR NEWSLETTER**

1. Personal scope.

This information on the processing of personal data concerns the processing of personal data of natural persons who:

- 1) made an enquiry using the contact form on <https://cortexch.com/>
- 2) use the "chat" functionality on <https://cortexch.com/>
- 3) contact through social media e.g. Facebook, LinkedIn
- 4) contact by phone
- 5) gave consent to receiving commercial information on the business and products of Cortex Chemicals Sp. z o. o.
- 6) signed up for the newsletter of Cortex Chemicals Sp. z o. o.

2. Personal data controller.

Your personal data controller is Cortex Chemicals sp. z o.o. seated in Tarnow (33-100), ul. Malczewskiego 8. You can contact the Controller by correspondence to the address of the head office or by email at odo@cortexch.com.

3. Purposes and legal basis for the processing of personal data and data retention period.

Your data will be processed for the following purposes and within the following periods:

Pos.	Purpose of processing	Legal basis	Retention period
1.	Realisation of a legally justified interest of the Controller, consisting in the communication with users of the website, social media, through replies to the enquiries on the business	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest (30 days from the end of the correspondence), or effective objection against the retention
2.	Realisation of a legally justified interest of the Controller, consisting in replies to the enquiries on the business made by phone	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest, or effective objection against the retention
3.	Presentation of commercial information of the Controller's products and services provided with their use by its subcontractors	Article 6 (1) (a) of the GDPR	To the withdrawal of the consent
4.	Newsletter	Article 6 (1) (a) of the GDPR	To the withdrawal of the consent (signing out from the newsletter)
5.	Realisation of a legally justified interest of the Controller consisting in establishing, ascertaining and defending against claims	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest (prescription of potential claims), or effective objection against the retention
6.	Profiling for marketing purposes and preparation of statistics for marketing purposes in order to enable the Controller to adjust the offer to the client's profile and target the advertisement to a specific client profile.	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest or effective objection against the retention

4. Personal data categories.

As the Controller, we will process the following categories of personal data:

- identifying data, e.g. name(s) and surname,
- contact data, e.g. email, phone number,
- financial data, e.g. bank account number;
- personal data that you have provided to us voluntarily by visiting www.cortexch.com, such as internet protocol addresses of visitors to our websites, user history

5. Collective non-personal data.

In addition to the categories of personal data described above, we also collect so-called collective data, i.e. information on how many visitors have logged in to our website, what pages they have visited before, etc. These data are collected automatically by cookies and do not constitute personal data. More information on our collection of collective data can be found in our [Cookie Policy](#).

6. Personal data recipients.

The Controller can transfer you personal data within a required scope, especially to the following categories of recipients:

- 1) entities rendering services to the Controller, especially:
 - entities maintaining and making accessible to the Controller of IT systems and tools, where personal data is processed (communication system, newsletter management system, system for automating marketing activities);
 - auditing and consulting companies,
 - entities rendering marketing services to the Controller.
- 2) entities that do not act solely on our instructions and set the purposes and methods of processing your personal data on their own. We use them to conduct remarketing campaigns and to conduct statistical research,
- 3) institutions entitled by law to receive personal data of based on applicable regulations (e.g. Tax Office, courts and other authorities, including bailiffs and police);
- 4) institutions entitled by law to control the Controller.

Entities processing personal data use proper safety tools by using suitable technical and organisational means ensuring an adequate level of safety for the risk related to the processing of personal data, according to the GDPR, as well as common regulations in force. Entities processing data are obliged to keep the data in secret.

7. Rights of data subjects.

Pursuant to the GDPR, you are entitled to demand the access to your personal data from the Controller, correct, delete or restrict the processing of your personal data, to object to the processing of your data based on a justified interest of the Controller. If the processing of personal data is based on a consent, you are entitled to withdraw the consent at any time. The statement of consent withdrawal requires no justification and can be submitted at any time, but if the consent is necessary for taking activities, its withdrawal will mean that these activities will not be performed any more. The withdrawal will not affect the right to process executed based on the consent before its withdrawal.

To exercise your rights, you can contact the Controller at the address given in Clause 2.

You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office, address: 2 Stawki Street, 00-193 Warsaw.

8. Voluntariness of giving data.

Giving personal data is voluntary, however making enquiries through the contact form/receiving the newsletter/receiving commercial information/using the “chat” functionality without it is impossible.

9. Updating information on the processing of personal data.

This Information on the processing of personal data is effective from May 25, 2018 and was updated on May 2, 2022 and may be subject to further changes.