

## **Information on the processing of personal data of contractors who are natural persons**

Bespoke sp. z o.o., as the controller of personal data of contractors who are natural persons (including entrepreneurs, attorneys-in-fact), on the basis of the Regulation of the European Parliament and of the Council (EU) 2016/679 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 the GDPR, presents below the information concerning the processing of your personal data in connection with the conclusion and performance of a contract with the Controller:

1. The Controller of the personal data is Bespoke sp. z o.o., with its registered office in Warsaw.  
Office and mailing address: ul. Śródziemnomorska 11/19, 02-758 Warsaw.  
Registered address: ul. Goplańska 6A, 02-954 Warsaw.
2. Purpose of personal data processing:
  - the conclusion and performance of a contract with the Controller (based on Article 6(1)(b) of the GDPR)
  - the performance of legal obligations incumbent on the Controller (based on Article 6(1)(c) of the GDPR)
  - the purposes resulting from the legitimate interests pursued by the Controller (based on Article 6(1)(f) GDPR) consisting of:
    - a) drawing up statements, analysis and statistics for the Controller's internal needs, which includes reporting and service development planning,
    - b) conducting marketing of services provided by the Controller,
    - c) establishing, defending and asserting claims related to the contract with the Controller.
3. Data recipients:
  - persons authorized by the Controller who are their employees or who provide services for them under civil law contracts,
  - postal and courier operators - if there is such correspondence,
  - entities providing consulting, advisory, auditing, legal, tax and accounting assistance to the Controller.
4. Data storage period:

The duration of the contract with the Controller, and to the extent related to the defence or assertion of claims, until the limitation period for claims related to the contract with the Administrator expires. The Controller may keep personal data longer, but only for legitimate reasons, if the law allows or mandates such storage (e.g., for financial settlements in accordance with tax and accounting regulations).
5. Contact information of the Data Protection Officer:  
Marta Bieńkowska-Arendt, e-mail: [rodo@bespoke.com.pl](mailto:rodo@bespoke.com.pl), Mobile phone: +48600133338, Desk phone: +48221010188.
6. Source of personal data:
  - directly from you in connection with contact, offer or sending an inquiry.
  - the Controller independently obtained the data from available records (CEDIG), from your website (company) or social media (fanpage) or from referrals from colleagues/customers.

7. Data processing categories:

Business data necessary for the conclusion of the contract and its execution, including: first name, surname, function performed, company name, signature, contact data and contractual data (service provided, NIP (Tax Identification Number), payments, account number).

8. The Controller:

- does not intend to transfer the processed data to a third country or an international organization within the meaning of the GDPR, and if this were to occur (e.g., within the framework of a given project), we will inform you of this, along with a presentation of the basis for the transfer under Chapter V of the GDPR,
- does not make a decision that is based solely on automated processing of personal data,
- informs you that:
  - providing personal data is voluntary, but failure to do so will prevent the conclusion of a contract with the Controller,
  - You have the right to:
    - request from the Controller access to your personal data,
    - rectify your personal data, delete (which applies to data processed not for the purpose of fulfilling a legal obligation imposed on the Controller) or restrict data processing,
    - data portability, i.e. the right to receive from the Controller and send on your own to another Controller your personal data in a structured, commonly used machine-readable format and the right to request that your personal data be sent directly by the Controller to another controller, if technically possible,
    - object to the processing of data in accordance with Article 21 of the GDPR,
    - lodge a complaint to the supervisory authority, which is the President of the Office for Personal Data Protection.

## **Information on the processing of personal data of representatives, employees and associates who are contact persons on the side of the contractor**

Bespoke sp. z o.o., as the controller of personal data of contractors who are natural persons (including entrepreneurs, board members, proxies, attorneys-in-fact), on the basis of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, hereinafter the GDPR, presents below the information concerning the processing of your personal data in connection with the conclusion and performance of a contract by the Controller with a contractor for whom you work/represent:

1. The Controller of the personal data is Bespoke sp. z o.o., with its registered office in Warsaw. Office and mailing address: ul. Śródziemnomorska 11/19, 02-758 Warsaw. Registered address: ul. Goplańska 6A, 02-954 Warsaw.
2. Purpose of personal data processing
  - the implementation of the contract concluded between the contractor and the Controller (based on Article 6(1)(b) of the GDPR),
  - the purposes resulting from the legitimate interests pursued by the Controller (based on Article 6(1)(f) GDPR) consisting of:
    - ongoing communication of the Controller with the contractor - their representative/employee/co-worker in order to implement the contract or to pursue its conclusion,
    - conducting marketing of services provided by the Controller,
    - establishing, defending and asserting claims by the Controller related to the contract with the contractor.
  - if applicable - performance of legal obligations incumbent on the Controller (based on Article 6(1)(c) of the GDPR).
3. Data recipients:
  - persons authorized by the Controller who are their employees or who provide services for them under civil law contracts,
  - postal and courier operators - if there is such correspondence,
  - entities providing advisory, consulting, auditing, legal, tax, accounting and administrative assistance to the Controller.
4. Data storage period:

The duration of the contract between the Controller and the contractor, and to the extent related to the defence or assertion of claims, until the limitation period for claims under the contract between the Controller and the contractor expires. The Controller may keep personal data longer, but only for legitimate reasons if the law permits such storage.
5. Contact information of the Data Protection Officer:

Marta Bieńkowska-Arendt, e-mail: [rodo@bespoke.com.pl](mailto:rodo@bespoke.com.pl), Mobile phone: +48600133338, Desk phone: +48221010188.
6. Source of personal data:
  - directly from you in connection with contact, offer or sending an inquiry, or the Controller independently obtained the data from available registers (KRS, CEDIG),

- from a contractor of the Controller with whom you cooperate, work for or represent, website or other recommendation from trusted employees.

7. Data processing categories:

First name, surname, e-mail, telephone number, data resulting from the execution of the contract concluded with your employer/principal (specialization, place of employment), in the case of representative persons (including members of bodies disclosed in the National Court Register), also the personal ID number (PESEL).

8. The Controller:

- does not intend to transfer the processed data to a third country or an international organization within the meaning of the GDPR, and if this were to occur (e.g., within the framework of a given project), we will inform you of this, along with a presentation of the basis for the transfer under Chapter V of the GDPR,
- does not make a decision that is based solely on automated processing of personal data,
- informs you that you have the right to:
  - request from the Controller access to your personal data,
  - rectify your personal data, delete (which applies to data processed not for the purpose of fulfilling a legal obligation imposed on the Controller) or restrict data processing,
  - data portability, i.e. the right to receive from the Controller and send on your own to another Controller your personal data in a structured, commonly used machine-readable format and the right to request that your personal data be sent directly by the Controller to another Controller, if technically possible,
  - object to the processing of data in accordance with Article 21 of the GDPR,
  - lodge a complaint to the supervisory authority, which is the President of the Office for Personal Data Protection.