

FARM FRITES POLAND SA PRIVACY POLICY

PERSONAL DATA: BUSINESS PARTNER, BUSINESS PARTNER'S REPRESENTATIVE & JOB APPLICANT.

Applicable as of 25 May 2018

Farm Frites Poland SA makes every effort to protect the privacy of any and all natural persons whose personal data are processed by our company in connection with its operations.

Having regard to the fact that the General Data Protection Regulation (the GDPR) - Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (the General Data Protection Regulation) comes into full force and effect as of 25 May 2018, we present you this document to notify about the purpose as well as the principles of the processing of your personal data by FFP SA.

1. WHAT TERMS DO WE USE IN OUR PRIVACY POLICY?

Personal data – any information relating to a natural person who can be identified by using such information. This Privacy Policy explains how we use the personal data provided by you to us.

We – contact details: Farm Frites Poland SA with its registered office in Lębork, ul. Abrahama 13, mail: office@ffp.pl, telephone: (59) 862 91 00.

You, your – any natural person with whom we are bound by a specified legal relation, in particular a business partner, a business partner's representative, service provider, supplier.

Website – website maintained by us: www.ffmpeg.pl.

Categories of the recipients of personal data – any other entities, including other controllers and processors as well as public authorities to whom FFP SA discloses personal data in accordance with the GDPR in relation with FFP SA operations.

Business partner – a potential or existing supplier, service provider or client of FFP SA.

Processors – entities to which we may transfer some portion of your personal data so that they can perform certain activities or render services to our order. These entities cannot do anything with your personal data unless we tell them to do so and, where that is the case, only to the extent specified by us. They will store your personal data safely and only for the period as specified by us or as is required by applicable law.

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2. WHO IS THE CONTROLLER OF YOUR PERSONAL DATA AND HOW CAN YOU CONTACT US?

We are the controller of your personal data. This means that we determine how and for what purposes your personal data, which have been given to us by you, are processed. We want you to know that we take every effort to ensure that your personal data are safe. We do not trade any personal data provided to us.

If you have any questions regarding the processing of your personal data by us, please contact us using the [contact details](#) given above.

3. HOW DO WE PROCESS YOUR PERSONAL DATA?

Due to our operations, personal data are processed by us for different purposes, to a various extent and under different legal basis as set out by the GDPR. In order to give you possibly the clearest information, we have grouped the information by referring to the purpose of the processing of your personal data.

I. PROCESSING OF THE PERSONAL DATA OF BUSINESS PARTNERS BEING NATURAL PERSONS OR ENTREPRENEURS PURSUING THEIR BUSINESS ACTIVITY.

Item	PURPOSE OF PROCESSING	PERIOD OF PROCESSING	LEGAL BASIS
1	We process your personal data to conduct negotiations before concluding a contract, to perform the contract that is binding on us or to pursue our cooperation.	Until the completion of negotiations or the termination of a contract between us, settlement of mutual obligations and for the limitation period specific for the type of the contract concluded.	Necessary for the performance of a contract or our cooperation (the GDPR art. 6 subpara 1 point b).
2	We process your personal data to comply with a legal obligation to store accounting documentation in the form of invoices or any other as	For the period of 5 years starting at the beginning of a year following a business	Compliance with a legal obligation (art. 74 para point e of the Accounting Act in conj.

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	required by relevant regulations. This obligation is imposed on us by the currently applicable Accounting Act.	year in which such documentation was drawn up.	with the GDPR art. 6 subpara 1 point c).
3	We may transfer your personal data to other companies from our capital group in Poland to guarantee proper quality control and service standards and to ensure efficient performance of trade agreements and filling of orders placed.	We process your personal data for this purpose throughout the performance, settlement and limitation period of a contract concluded between us or until the moment you lodge an objection to the processing and we find such objection legitimate.	Our legitimate interest consisting in ensuring high quality of service and performance of concluded contracts as well as coordinating and facilitating the performance of contracts. (the GDPR art. 6 subpara 1 point f)

Categories of the recipients of personal data

1. Entities providing accounting services

We use services of entities providing professional accounting and bookkeeping services.

2. IT services providers

We use services of entities which render professional IT services. We take utmost care to ensure that your personal data are safe, up-to-date and that they are kept confidential at all times.

3. Software and system solutions providers

We use services of entities which provide us software we use in our operations and guarantee a proper and safe functioning of this software.

4. Professional legal advisers and debt collection companies

We use services of entities which provide for our benefit professional auditing services related to legal assistance as well as collection or recovery of debts arising out from legal relations between our business partners and ourselves.

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5. Entities rendering storage and archiving services

We use services of entities which provide professional storage services in respect of our documentation.

6. Entities rendering secure document and other data carrier destruction services

We use services of entities which provide professional services in the area of secure destruction of documents and other data carriers.

7. Entities from our capital group.

We may transfer some of the personal data of our business partners to companies from our capital group in order to guarantee efficient coordination and filling of an order placed as well as to ensure proper service quality and provide professional support to our business partners.

II. PROCESSING OF THE PERSONAL DATA OF BUSINESS PARTNERS' REPRESENTATIVES

Categories of personal data

We only process such personal data as: name, surname, firm, position, address of employment, company phone number and email address and also, in the case of entering the plant premises, we verify your identity against any document with your photograph (ID card, driving licence, passport etc.)

Origin of personal data

Your personal data have been made available to us by an entity with which we have concluded a contract or entered into a cooperation agreement and whose employee or representative you are. We give you the details of this entity when contacting you for the first time.

Item	PURPOSE OF PROCESSING	PERIOD OF PROCESSING	LEGAL BASIS
1	We process your personal data in order to conduct negotiations before concluding a contract or to	Until the completion of negotiations or the termination of a	Our legitimate interest consisting in the performance of

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	discharge mutual obligations arising out of a legal relation with the entity whose employee or representative you are.	contract between us, settlement of mutual obligations and for the limitation period specific for the type of the contract concluded.	contracts/agreements as well as resulting from the legal relation between our company and the entity whose employee or representative you are (the GDPR art. 6 subpara 1 point f).
2	If you are a visitor who is to enter our production process area, we additionally process your personal data related to your health insofar as is required from us by the currently applicable regulations and our company standards.	Until the end of your cooperation with the entity whose employee you are and for a period required to demonstrate that a proper hygiene level for foodstuffs has been ensured.	Necessary for the reasons related to the public interest which in this case is public health. (the GDPR art. 9 subpara 2 point i)
3	We may transfer your personal data to other companies from our capital group in Poland to guarantee proper quality control and service standards and to ensure efficient performance of trade agreements and filling of orders placed.	We process your personal data for this purpose throughout the performance, settlement and limitation period of a contract concluded between us or until the moment you lodge an objection to the processing and we find such objection legitimate.	Our legitimate interest consisting in ensuring high quality of service and performance of concluded contracts as well as coordinating and facilitating the performance of contracts. (the GDPR art. 6 subpara 1 point f)

Balance of interests

Having considered our interest and your interests, rights and freedoms, we decided that contacting you in this regard would not excessively interfere with your privacy nor cause an unbearable nuisance to you. While weighing up the interests, rights and freedoms, we took into account the following circumstances:

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- ✓ the only personal data related to you which we use are the data necessary to conduct negotiations or carry out a contract or to pursue our cooperation with the entity whose employee or representative you are;
- ✓ the only personal data related to you which we use are the data related to the position held by you in this entity;
- ✓ we do not interfere with your private life, we do not process any of your personal data related to your private life;
- ✓ we will not use your personal data for any other purpose than the performance of a contract concluded with the entity whose employee or representative you are;
- ✓ we will not sell your personal data;
- ✓ we guarantee you the right to lodge, at any time, an objection to the processing by us of your personal data for this purpose as well as the exercise of your rights arising out from our Privacy Policy.

Categories of the recipients of personal data

1. IT services providers

We use services of entities which render professional IT services. We take utmost care to ensure that your personal data are safe, up-to-date and that they are kept confidential at all times.

2. Software and system solutions providers

We use services of entities which provide us software we use in our operations and guarantee a proper and safe functioning of this software.

3. Professional legal advisers

We use services of entities which provide for our benefit professional services related to legal assistance.

4. Entities rendering storage and archiving services

We use services of entities which provide professional services in respect of storage of documentation regarding donations made.

5. Entities rendering secure document and other data carrier destruction services

We use services of entities which provide professional services in the area of secure destruction of documents and other data carriers.

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6. Entities from our capital group.

We may transfer some of the personal data of our business partners to companies from our capital group in order to guarantee efficient coordination and filling of an order placed as well as to ensure proper service quality and provide professional support to our business partners.

III. PROCESSING OF PERSONAL DATA WHEN SUPPORTING FAMILIES IN NEED

Categories of personal data

The only personal data related to you which we will process include: name, surname, address, telephone number, e-mail address.

Origin of personal data

Your personal data have been made available to us by Municipal Social Services Centre (MOPS) so that we can provide our disinterested and sincere help and support having regard to your family needs and circumstances. The details of the entity which has provided us your personal data are given to you when we contact you for the first time.

Item	PURPOSE OF PROCESSING	PERIOD OF PROCESSING	LEGAL BASIS
1	We process your personal data to provide our disinterested and sincere help and support to you and your family.	We process your personal data for this purpose until the time the support has been provided or your refusal to accept our support or until your objection to the processing of your personal data for this purpose is lodged and we consider the objection legitimate.	Our legitimate interest consisting in helping local people who found themselves in a poor financial situation (the GDPR art. 6 subara 1 point f).

Balance of interests

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Having considered our interest and your interests, rights and freedoms, we decided that providing you our help and support would not excessively interfere with your privacy nor cause an unbearable nuisance to you. While weighing up the interests, rights and freedoms, we took into account the following circumstances:

- ✓ the only personal data related to you which we use are the data necessary to provide you our help and support in cooperation with Social Services in this respect and processing the data obtained from those Services;
- ✓ we do not interfere with your private life;
- ✓ we will not use your personal data for any other purpose than to support you;
- ✓ we will not sell your personal data;
- ✓ our help and support are disinterested and we do not expect you to do anything;
- ✓ we guarantee you the right to lodge, at any time, an objection to the processing by us of your personal data for this purpose as well as the exercise of your rights arising out from our Privacy Policy.

Categories of the recipients of personal data

1. IT services providers

We use services of entities which render professional IT services. We take utmost care to ensure that your personal data are safe, up-to-date and that they are kept confidential at all times.

2. Software and system solutions providers

We use services of entities which provide us software we use in our operations and guarantee a proper and safe functioning of this software.

3. Entities rendering secure document and other data carrier destruction services

We use services of entities which provide professional services in the area of secure destruction of documents and other data carriers.

4. Authorities, offices – e.g. Municipal Social Services Centre

IV. PROCESSING OF THE PERSONAL DATA OF JOB APPLICANTS

Item	PURPOSE OF PROCESSING	PERIOD OF	LEGAL BASIS
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		PROCESSING	
1	We process your personal data in the form of: name(s), surname, your parents' names, date of birth, address (mailing address), your education and your employment history for the purposes of a recruitment process.	We process your personal data for this purpose until the completion of the recruitment process resulting in your employment or refusal to employ you.	Compliance with a legal obligation (art. 221 § 1 of the Labour Code in conj. with the GDPR art. 6 subpara 1 point c).
2	We process personal data related to you, other than those indicated above, which you have included in your job application.	We process your personal data for this purpose until the completion of the recruitment process resulting in your employment or refusal to employ you or the withdrawal of your consent to the processing of your personal data for this purpose.	Freely given consent (the GDPR art. 6 subpara 1 point a).
3	We process your personal data for the purposes of future recruitment processes.	We process your personal data for this purpose until we complete recruitment processes for positions which match your interests, experience and education or until the withdrawal of your consent to the processing of your personal data for this purpose.	Freely given consent (the GDPR art. 6 subpara 1 point a).

Categories of the recipients of personal data

- a) IT services providers

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We use services of entities which render professional IT services. We take utmost care to ensure that your personal data are safe, up-to-date and that they are kept confidential at all times.

b) Recruiting firms

We use services of firms which provide a safe and convenient possibility to carry out a recruitment process in accordance with their rules and regulations of service provision.

V. WEBSITE VISITORS

Using our website involves sending requests to the server which hosts the website. Each request sent to the server is recorded in the server logs. The logs include, among others, client IP address, date and time of visiting the website, information about the Internet browser and OS used by a client and- in the case of named users- information about the length of time individual named users spent working. The logs are registered and stored on the server. The data registered in the server logs are not associated with any concrete people using the website and we do not use the data to identify any person visiting the website. The server logs are only to help administer the website and their content is not revealed to anyone except for people authorised to administer the server. The data are used for collecting statistics which we then use to evaluate the usefulness of the website, its optimisation and to monitor the website safety.

We will keep the data described above for the period of 1 year. The legal basis for the processing of the data specified above is our legitimate interest being the necessity to ensure the website safety, the website traffic statistics as well as its optimisation (the GDPR art. 6 subpara 1 point f).

VI. INFORMATION ABOUT OUR NEW INITIATIVES AND ACTIVITIES

6.1. Informing about our initiatives by means of electronic communication:

Item	PURPOSE OF PROCESSING	PERIOD OF PROCESSING	LEGAL BASIS
1	We will process your name, surname, email address or phone number (text messages) to send you information about our new initiatives and activities in the form of information brochures (bulletins,	We will process your personal data for this purpose until you object to the processing.	Our legitimate interest in informing about our new activities and operations (the GDPR art. 6 subpara 1 point f)

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	newsletters etc.)		
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Categories of the recipients of personal data

We use services of entities handling our marketing correspondence. Being the processors, those entities undertake to keep your personal data confidential and process them only for the purpose and to the extent as specifically directed by us.

6.2. Informing about our initiatives by post:

Item	PURPOSE OF PROCESSING	PERIOD OF PROCESSING	LEGAL BASIS
1	We will process your name, surname and address to send you information about our new initiatives and activities also by postal service.	We will process your personal data for this purpose until you object to receiving such information.	Our legitimate interest in informing about our operations, initiatives and activities in relation with the pursuance of our statutory goals (the GDPR art. 6 subpara 1 point f)

VII. WHAT ARE YOUR RIGHTS RELATING TO THE PROCESSING OF YOUR PERSONAL DATA?

We guarantee the exercise of your rights referred to below. You may exercise your rights by submitting your request using the contact details given above.

7.1. Right to withdraw your consent

You have the right to withdraw at any time every consent you have given us to process your personal data. The withdrawal of your consent will take effect as of the moment of the withdrawal. The withdrawal of your consent will not affect the lawfulness of the processing based on consent before its withdrawal.

The withdrawal of your consent shall not carry any negative consequences for you. It may, however, make it impossible for us to carry out our activities for your benefit or for you to use our functionalities which, according to law, can be provided by us only with your consent.

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Legal basis: the GDPR art. 7 subpara 3.

7.2. Right to object to processing of personal data.

You have the right to object at any time to the processing of your personal data if we process your data based on our legitimate interest, e.g. with relation to sending you information about our new activities and initiatives.

If your objection proves to be legitimate and we will have no other legal basis to process your personal data, then we will erase your personal data to the processing of which you objected.

If you lodge an objection to receiving Information Sent Directly, we will stop sending you this type of information.

Legal basis: the GDPR art. 21.

7.3. Right to erasure of personal data („the right to be forgotten”)

You have the right to request that all or some of your personal data be erased.

Notwithstanding your request to erase your personal data, as a result of lodging an objection or withdrawing your consent, we may keep certain personal data to the extent necessary for the establishment, exercise or defence of legal claims related to the processing of your personal data. This in particular applies to the personal data such as: your name, surname and information about consents given by you or activity history, i.e. the data we keep for the purposes of handling of complaints and claims related to the processing of your personal data resulting from the legal relation between you and ourselves. We will process your personal data for this purpose for the period of 10 years from the termination of the legal relation between us. The legal basis for your personal data being processed by us for this purpose is our legitimate interest (the GDPR art. 6 subpara 1 point f).

Legal basis: the GDPR art. 17.

7.4. Right to restriction of processing of personal data

You have the right to obtain from us restriction of the processing of your personal data. If you submit such a request, then, until the request has been dealt with, you will be prevented from using certain functionalities or services, the use of which involves processing of the data covered by the request. We will not send any additional communications to you either.

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Legal basis: the GDPR art. 18.

7.5. Right of access to personal data

You have the right to obtain from us confirmation as to whether or not we process your personal data and, where that is the case, you have the right to:

- a) obtain access to your personal data;
- b) obtain information about the purposes of the processing, the categories of personal data concerned, the recipients or categories of the recipients of our personal data, the envisaged period for which your personal data will be stored or the criteria used to determine that period, your rights resulting from the GDPR as well as about your right to lodge a complaint with a supervisory authority, the source of your personal data, the existence of automated decision-making, including profiling, and about the safeguards used in relation to the transfer of your personal data outside the European Union;
- c) obtain a copy of your personal data.

Legal basis: the GDPR art. 15.

7.6. Right to rectification of personal data

You have the right to obtain from us the rectification of inaccurate personal data and to have incomplete personal data completed (if they are incomplete).

Legal basis: the GDPR art. 16.

7.7. Right to data portability

You have the right to receive your personal data, which you have provided to us, and to transmit the data to another controller of your choice, e.g. to another public benefit organisation.

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You also have the right to have the personal data transmitted directly from us to such another controller, where technically feasible.

Legal basis: the GDPR art. 20.

7.8. Right to lodge a complaint

Any complaints, requests and questions regarding the processing of your personal data as well the exercise of your rights may be directed to us.

If you think that your right to the protection of your personal data or any other rights, which you have been granted under the GDPR, have been infringed, you have the right to lodge a complaint with the Inspector General for Personal Data Protection (the President of the Office of Personal Data Protection in the future).

Legal basis: the GDPR art. 13 subpara 2 point d).

VIII. IS PROVISION OF YOUR PERSONAL DATA OBLIGATORY?

Provision by you of your personal data is not obligatory. However, this is necessary to pursue our legal relation or to satisfy our legitimate interest. Without you providing your personal data we cannot enter into contracts and fulfil legal obligations imposed on us by law as a result of entering into the contract. If you do not give us your personal data, we will not be able to, for instance, enter into a contract with you or contact you regarding the legal relation between us or to discharge the obligations resulting out of a contract with an entity whose employee or representative you are.

If we do not obtain your consent to receive information about our initiatives and activities in the form of a newsletter sent to your email address or telephone number, we will not be able to send to such information.

IX. WILL YOUR PERSONAL DATA BE TRANSFERRED TO ANY NON-EEA COUNTRIES?

We do not transfer your personal data outside the European Economic Area (the EEA). Only companies from the EEA are the processors whose services we use and with whom we have signed relevant contracts in compliance with the GDPR.

X. WILL YOUR PERSONAL DATA BE USED FOR THE PURPOSES OF PROFILING OR OTHER AUTOMATED DECISION-MAKING PROCESS?

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We will not subject your personal data to profiling or any other automated decision-making process.

XI. CHANGES TO OUR PRIVACY POLICY

We may change or complete our Privacy Policy if need be. We will notify you of any changes or additions by placing relevant information on our website: www.ffp.pl and in the case of significant changes, we may also send an individual notification to an email address given by you.

Our Privacy Policy does not limit any of your rights to be exercised by you in accordance with generally applicable law.