

Bronikowo, 16th May 2018

To whom it may concern,

In connection with the new regulations concerning the requirements of the European General Data Protection Regulation, we would like to inform that our company - **FKS Okucia okienne i drzwiowe Sp. z o.o.** with its registered office in Bronikowo at ul. Morownicka 1c, is in the light of applicable regulations the Controller of your personal data. That means we are responsible for using the data in a safe manner, in compliance with the agreement and applicable laws and regulations.

Your personal data will be processed by the Controller for sale and marketing purposes. Personal data will not be made available to entities other than those authorized under the law. Providing personal data is a voluntary act and you can request to cease using your personal data at any time. You are entitled to have access to your personal data. You also have the right to rectification, restriction of processing, erasure, data portability and the right to object.

We inform that **FKS Okucia okienne i drzwiowe Sp. z o.o.** processes the following personal data: first name, surname, address, e-mail address and phone number.

Your personal data may be disclosed, for instance, to a supplier of IT systems with whom the Controller cooperates and other authorized entities, under a documented request, in order to execute your orders.

Your personal data will be processed until you withdraw your consent for their processing.

You are entitled to lodge a complaint with the President of the Office for Personal Data Protection if in your opinion the processing of your personal data constitutes a breach of regulations.

Your personal data collected to execute the concluded agreement will be processed for 10 years.

Providing your personal data is a condition that needs to be fulfilled to execute an agreement between you and the Controller.

*Should you not give consent to further processing of your data,  
please send such information in response to this message.*

Best regards,

President of the Board - *Ryszard Kozak*

Vice-President of the Board - *Zbigniew Stodolski*