

## DISCLOSURE OBLIGATION - PERSONAL DATA CONTROLLER'S NOTICE, ARTICLE 13 OF THE GDPR:

Please be advised that based on Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: GDPR), from 25 May 2018 the following information and policies related to the processing of your personal data by the Data Controller shall be valid:

1. The Controller of your personal data shall be SMP POLAND Sp. z o. o. with its registered office in Warsaw (Court Register Number: 0000251871, Tax Identification Number: 5252357052, REGON: 140435130), contact details: ul. Magazynowa 2, 15-399 Białystok, email: daneosobowe@smppoland.pl, hereinafter referred to as PDC.

2. For any matter concerning the processing of your personal data, you can contact us via email at daneosobowe@smppoland.pl

3. Your data have been obtained from public records (e.g., business registers, court registers/Central Register and Information on Business Activity) and made available to the PDC by our contractor, which you represent or which is your employer (the entity you cooperate with) in connection with the performance by the PDC of the commercial agreement binding your employer (the entity you cooperate with). We shall process the following categories of your personal data:

a) for representative persons: full name, PESEL number, function in the representative body, position, email address, telephone number,

b) for other persons: full name, email address, telephone number, position.

4. Your personal data shall be processed to perform the commercial agreement concluded by the PDC with the Contractor - the legal basis for processing during the agreement period is the legitimate interest of the PDC (Article 6(1) item f of the GDPR), which is to ensure reliable identification of the Contractor and their representative entity as well as organisation of the current performance of a commercial agreement, for internal administrative purposes of the SMP (Standard Motor Products) - SMP Inc USA Capital Group. The legal basis for the processing is the Controller's legitimate interest (Article 6(1) item f of the GDPR). The Controller's legitimate interest is to ensure the efficient operation of the SMP (Standard Motor Products) Capital Group.

5. Your personal data shall be transferred to providers of IT systems and IT services, entities that provide the PDC with services required for the performance of the agreement concluded with you, including legal services, postal operators and couriers, banks in the execution of payments, certain persons of regulated professions such as lawyers, notaries or auditors; bodies entitled to receive your data under the law (e.g. tax authorities, the Police). In addition, your data may be transferred outside the EEA, i.e. to entities of the SMP (Standard Motor Products) - SMP Inc USA Capital Group, in particular to the extent that SMP Inc USA provides the PDC with IT services (servers, software, etc.). In the case of cross-border data transfers to entities outside the European Economic Area (EEA) within the SMP Group whose level of data protection has not been deemed adequate by the European Commission, we shall rely on the safeguards implemented to ensure the protection of your personal data: standard contractual clauses approved by the European Commission. In order to obtain a copy of the above safeguards or details of their availability, you may send a written request following the details specified in Articles 1 or 2 above.

6. Your personal data shall be processed for the period necessary for the performance of the commercial agreement between the PDC and the contractor you represent or of which you are an employee (the entity you cooperate with), or until the end of cooperation negotiations, the use of the validity of the offer or the duration of the agreement. The personal data processing period may be extended each time by the limitation period for claims if the processing of personal data is necessary for the PDC to pursue any claims or defend against them.

7. You have the right to: access the content of your personal data, including requesting a copy thereof and requesting their rectification, deleting personal data (the right to be forgotten), limiting the processing of personal data, and the right to object to the processing of personal data. You have the right to file a complaint. You have the right to make a complaint with the President of the Personal Data Protection Office if you think that our processing of your personal data is against the provisions of GDPR.

9. Your personal data shall not be subject to profiling.

10. You have the right to object to the processing of personal data for the purposes specified in item 4 for reasons related to your particular situation. For evidence purposes, the PDC asks that objections be submitted in writing or electronically.