



## Information clause

In accordance with Article 13(1) and Article 13(2) of the 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 (General Data Protection Regulation), kindly informing you that:

1. The administrator of your personal data is ALTRA REAL ESTATE AGENCY sp. z o.o. with its registered office in Warsaw, ul. Franciszka Klimczaka 6/52, 02-797 Warsaw, registered in the National Court Register kept by the District Court in Warsaw, XIII Economic Department of the National Court Register, under the KRS number: 0000931429, NIP: 5272976864, REGON: 520401564, email: [info@areaagency.pl](mailto:info@areaagency.pl), referred to as the Administrator;

2. To ensure proper protection of personal data, the Administrator has appointed a Data Protection Officer who can be contacted by mail at the Administrator's address or by email at [info@areaagency.pl](mailto:info@areaagency.pl);

3. Your personal data in the form of:

- i. Identification data – including name and surname;
- ii. Contact details – including phone and email;
- iii. Other data provided for the purpose of providing services by the Administrator or performing a contract;

b. will be or are being processed for the purpose of:

- i. Providing services by the Administrator, including in particular real estate brokerage services, professional training, providing access to informational tools;
- ii. Providing services electronically, e.g., by email or telegram;

c. The legal basis for processing data includes, among others, the Act of 18 July 2002 on the provision of electronic services, as well as Article 6(1)(b) GDPR, Article 6(1)(c) GDPR, Article 6(1)(d) GDPR for:



- i. Marketing and commercial activities;
  - ii. Handling a complex inquiry;
- d. The legal basis for processing is your consent, as per Article 6(1)(a) GDPR.
4. If, during the provision of the service, you decide to provide sensitive data specified in Article 9(1) of the GDPR, such as data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, or data concerning health, sexuality, or sexual orientation, or data relating to criminal convictions and offenses - Article 10 of the GDPR, this is voluntary, and the legal basis for processing is your consent, as per Article 6(1)(a) of the GDPR.
5. For the purpose of enhancing security and improving service quality, the Administrator records telephone conversations. The monitoring covers both incoming and outgoing calls. The legal basis for processing personal data is the person's consent through the confirmation action, i.e., continuing the telephone call with the Administrator (Article 6(1)(a) of the GDPR), and the legally justified interests pursued by the Administrator (Article 6(1)(f) of the GDPR).
6. Your personal data may be disclosed to authorized institutions specified by law and to data processing entities providing services to the Data Administrator. These entities include, in particular, entities cooperating in providing real estate brokerage services and entities providing external services such as training, IT. The disclosure of data will always be limited to the necessary scope.
7. Personal data may be transferred to third countries based on agreements concluded with external companies. However, the Administrator ensures that the data transfer is done in accordance with the principles of the GDPR and in compliance with applicable regulations.
8. Your personal data will be stored for the following periods:
- i. In the case of establishing cooperation, for a period of 6 years from the end of the calendar year in which the service provision was completed;
  - ii. Until the withdrawal of the given consent, if required, without affecting the lawfulness of the processing;
  - iii. Recordings of telephone conversations - 90 days.



9. You have the right to access your personal data, the right to request correction, deletion, or restriction of processing of such data, the right to data portability, and the right to object to the processing of data. You are entitled to object without stating a reason when the data is used for direct marketing purposes.

10. At any time, you have the right to withdraw the given consent, which will not affect the lawfulness of the processing carried out based on the consent before its withdrawal.

11. You have the right to lodge a complaint with the supervisory authority if you believe that the processing of personal data violates the regulations.

12. Providing personal data is voluntary but necessary for the provision of real estate brokerage services, training, access to informational tools, or other services provided by the Administrator, including, for example, providing the newsletter service, sending commercial and marketing information, or responding to inquiries.

13. Data provided for the purpose of selecting an expert may be processed in an automated manner, but they will not be subject to profiling processes.