



| Item | TABLE OF PERSONAL DATA COLLECTION | |
|------|-----------------------------------|-----------------|
| | Name of the personal data set | Last modified |
| 1 | Data set - partners | 6 February 2017 |
| 2 | Data set - suppliers | 6 February 2017 |
| 3 | Data set - correspondence | 6 February 2017 |
| 4 | Data set - archive | 6 February 2017 |
| 5 | Data set - access control | 6 February 2017 |

| Part A | Specification of the data set entry in the register | |
|--------|---|----------------------------------|
| 1 | Name of the personal data set | Data set - partners |
| 2 | Date of entry in the register | 6 February 2017 |
| 3 | Date of last update | 6 February 2017 |
| Part B | Information about the controller of personal data | |
| 1 | Data controller | JD Sp. z o.o. Sp. k. |
| 2 | REGON | 531238897 |
| 3 | Address of the data controller | ul. Piastowska 3 45-081 Opole |
| Part C | The representative of the data controller referred to in Art. 31a of the Act of 29 August 1997 about personal data protection (only if the entity is established in a third country) | |
| 1 | Representative's address | Not applicable |
| Part D | Entities entrusted with processing of personal data pursuant to Art. 31 of the Act of 29 August 1997 about personal data protection | |
| 1 | Name and address of the entity | Data provided on request |
| Part E | Legal basis authorizing the processing of personal data in a set | |
| 1 | Consent of the data subject for the processing of data relating to him/her. | NO |
| 2 | Processing is necessary to fulfil the mandate or fulfil the obligation under the law . | YES |
| 3 | Processing is necessary for performance of the contract when the data subject is a party to it or when it is necessary to take action before conclusion of the contract at the request of the data subject. | YES |
| 4 | Processing is necessary for the fulfilment of lawful tasks carried out for the benefit of the public. | NO |
| 5 | Processing is necessary to fulfil legitimate objectives pursued by data controllers or data recipients, and processing does not violate the rights and freedoms of the data subject. | YES |
| Part F | Purpose of data processing, description of data subjects and the extent of data processed | |
| 1 | Purpose of processing data in a set | Delivery of own products and |



| | | |
|---------------|---|---|
| | | services |
| 2 | Description of categories of data subjects | Individuals – representatives of partners |
| 3 | The scope of the so-called ordinary data processed in a data set | Full name, position, company name, contact phone number, NIP, REGON, e-mail address, order, date of execution, posting date |
| 4 | The scope of the so-called sensitive data processed in a data set | NONE |
| Part G | Legal basis of processing the so-called sensitive data as defined in art. 27 of the Act of 29 August 1997 about personal data protection (complete only when there are sensitive data in the set) | |
| 1 | Data subjects give their consent in writing. | NO |
| 2 | The special provision of another law authorizes the processing of personal data without consent of the data subject. | NO |
| 3 | Data processing is necessary to protect the vital interests of the data subject or another person if the data subject is not physically or legally able to consent until a legal guardian or custodian is established. | NO |
| 4 | Processing is necessary for performance of statutory tasks of a church, other religious association, association, foundation or other non-profit organization or institution with political, scientific, religious, philosophical or trade union interests, and the data processing concerns only members of that organization or persons in continuous contact with it in connection with its activities, and full protection of processed data is guaranteed. | NO |
| 5 | Processing involves data that are necessary to assert rights before the court. | NO |
| 6 | Processing is necessary for performance of tasks of the data controller relating to employment of employees and other persons, and the scope of data processed is set out in the Act. | NO |
| 7 | Processing is carried out in order to protect health status, provide medical services or treat patients by persons treating professionally or providing other medical services, administering medical services, and full guarantee of personal data protection is provided. | NO |
| 8 | Processing refers to data that have been made public by the data subject. | NO |
| 9 | Processing is necessary for conduct of research, including preparation of a dissertation required to obtain a college or university degree, and the publication of research results does not allow for identification of the data subjects. | NO |
| 10 | Data processing is carried out by the party in order to realize the rights and obligations resulting from a judgment given in court or administrative proceedings . | NO |
| Part H | Method of data collection and sharing | |
| 1 | Data from people are collected | directly and indirectly |



| | | |
|---|--|------|
| 2 | Data from the set is made available to entities other than those authorized under the law. | NO |
| 3 | Recipients of personal data | NONE |
| 4 | Data is transferred to third countries | NO |

| Part A | Specification of the data set entry in the register | |
|--------|---|--|
| 1 | Name of the personal data set | Data set - suppliers |
| 2 | Date of entry in the register | 6 February 2017 |
| 3 | Date of last update | 6 February 2017 |
| Part B | Information about the controller of personal data | |
| 1 | Data controller | JD Sp. z o.o. Sp. k. |
| 2 | REGON | 531238897 |
| 3 | Address of the data controller | ul. Piastowska 3 45-081 Opole |
| Part C | The representative of the data controller referred to in Art. 31a of the Act of 29 August 1997 about personal data protection (only if the entity is established in a third country) | |
| 1 | Representative's address | Not applicable |
| Part D | Entities entrusted with processing of personal data pursuant to Art. 31 of the Act of 29 August 1997 about personal data protection | |
| 1 | Name and address of the entity | Name and address of the entity |
| Part E | Legal basis authorizing the processing of personal data in a set | |
| 1 | Consent of the data subject for the processing of data relating to him/her. | NO |
| 2 | Processing is necessary to fulfil the mandate or fulfil the obligation under the law. | YES |
| 3 | Processing is necessary for performance of the contract when the data subject is a party to it or when it is necessary to take action before conclusion of the contract at the request of the data subject. | NO |
| 4 | Processing is necessary for the fulfilment of lawful tasks carried out for the benefit of the public. | NO |
| 5 | Processing is necessary to fulfil legitimate objectives pursued by data controllers or data recipients, and processing does not violate the rights and freedoms of the data subject. | YES |
| Part F | Purpose of data processing, description of data subjects and the extent of data processed | |
| 1 | Purpose of processing data in a set | Execution of contracts for delivery of third party products and services |
| 2 | Description of categories of data subjects | Individuals - representatives of suppliers |



| | | |
|---------------|---|--|
| 3 | The scope of the so-called ordinary data processed in a data set | Full name, position, company name, contact phone number, NIP, REGON, e-mail address, delivery, date of execution, posting date |
| 4 | The scope of the so-called sensitive data processed in a data set | NONE |
| Part G | Legal basis of processing the so-called sensitive data as defined in art. 27 of the Act of 29 August 1997 about personal data protection (complete only when there are sensitive data in the set) | |
| 1 | Data subjects give their consent in writing. | NO |
| 2 | The special provision of another law authorizes the processing of personal data without consent of the data subject. | NO |
| 3 | Data processing is necessary to protect the vital interests of the data subject or another person if the data subject is not physically or legally able to consent until a legal guardian or custodian is established. | NO |
| 4 | Processing is necessary for performance of statutory tasks of a church, other religious association, association, foundation or other non-profit organization or institution with political, scientific, religious, philosophical or trade union interests, and the data processing concerns only members of that organization or persons in continuous contact with it in connection with its activities, and full protection of processed data is guaranteed. | NO |
| 5 | Processing involves data that are necessary to assert rights before the court. | NO |
| 6 | Processing is necessary for performance of tasks of the data controller relating to employment of employees and other persons, and the scope of data processed is set out in the Act. | NO |
| 7 | Processing is carried out in order to protect health status, provide medical services or treat patients by persons treating professionally or providing other medical services, administering medical services, and full guarantee of personal data protection is provided. | NO |
| 8 | Processing refers to data that have been made public by the data subject. | NO |
| 9 | Processing is necessary for conduct of research, including preparation of a dissertation required to obtain a college or university degree, and the publication of research results does not allow for identification of the data subjects. | NO |
| 10 | Data processing is carried out by the party in order to realize the rights and obligations resulting from a judgment given in court or administrative proceedings . | NO |
| Part H | Method of data collection and sharing | |
| 1 | Data from people are collected | directly and indirectly |
| 2 | Data from the set is made available to entities other than those | NO |



| | | |
|---|--|------|
| | authorized under the law. | |
| 3 | Recipients of personal data | NONE |
| 4 | Data is transferred to third countries | NO |

| Part A | Specification of the data set entry in the register | |
|--------|---|--|
| 1 | Name of the personal data set | Data set - correspondence |
| 2 | Date of entry in the register | 6 February 2017 |
| 3 | Date of last update | 6 February 2017 |
| Part B | Information about the controller of personal data | |
| 1 | Data controller | JD Sp. z o.o. Sp. k. |
| 2 | REGON | 531238897 |
| 3 | Address of the data controller | ul. Piastowska 3 45-081 Opole |
| Part C | The representative of the data controller referred to in Art. 31a of the Act of 29 August 1997 about personal data protection (only if the entity is established in a third country) | |
| 1 | Representative's address | Not applicable |
| Part D | Entities entrusted with processing of personal data pursuant to Art. 31 of the Act of 29 August 1997 about personal data protection | |
| 1 | Name and address of the entity | Name and address of the entity |
| Part E | Legal basis authorizing the processing of personal data in a set | |
| 1 | Consent of the data subject for the processing of data relating to him/her. | NO |
| 2 | Processing is necessary to fulfil the mandate or fulfil the obligation under the law . | NO |
| 3 | Processing is necessary for performance of the contract when the data subject is a party to it or when it is necessary to take action before conclusion of the contract at the request of the data subject. | NO |
| 4 | Processing is necessary for the fulfilment of lawful tasks carried out for the benefit of the public. | NO |
| 5 | Processing is necessary to fulfil legitimate objectives pursued by data controllers or data recipients, and processing does not violate the rights and freedoms of the data subject. | YES |
| Part F | Purpose of data processing, description of data subjects and the extent of data processed | |
| 1 | Purpose of processing data in a set | Control of correspondence flow |
| 2 | Description of categories of data subjects | Individuals - senders and recipients of correspondence |
| 3 | The scope of the so-called ordinary data processed in a data set | Full name, company name - sender/recipient, contact |



| | | |
|---------------|---|---|
| | | phone number, e-mail, date of receipt of correspondence, date of correspondence sending |
| 4 | The scope of the so-called sensitive data processed in a data set | NONE |
| Part G | Legal basis of processing the so-called sensitive data as defined in art. 27 of the Act of 29 August 1997 about personal data protection (complete only when there are sensitive data in the set) | |
| 1 | Data subjects give their consent in writing. | NO |
| 2 | The special provision of another law authorizes the processing of personal data without consent of the data subject. | NO |
| 3 | Data processing is necessary to protect the vital interests of the data subject or another person if the data subject is not physically or legally able to consent until a legal guardian or custodian is established. | NO |
| 4 | Processing is necessary for performance of statutory tasks of a church, other religious association, association, foundation or other non-profit organization or institution with political, scientific, religious, philosophical or trade union interests, and the data processing concerns only members of that organization or persons in continuous contact with it in connection with its activities, and full protection of processed data is guaranteed. | NO |
| 5 | Processing involves data that are necessary to assert rights before the court. | NO |
| 6 | Processing is necessary for performance of tasks of the data controller relating to employment of employees and other persons, and the scope of data processed is set out in the Act. | NO |
| 7 | Processing is carried out in order to protect health status, provide medical services or treat patients by persons treating professionally or providing other medical services, administering medical services, and full guarantee of personal data protection is provided. | NO |
| 8 | Processing refers to data that have been made public by the data subject. | NO |
| 9 | Processing is necessary for conduct of research, including preparation of a dissertation required to obtain a college or university degree, and the publication of research results does not allow for identification of the data subjects. | NO |
| 10 | Data processing is carried out by the party in order to realize the rights and obligations resulting from a judgment given in court or administrative proceedings . | NO |
| Part H | Method of data collection and sharing | |
| 1 | Data from people are collected | directly and indirectly |
| 2 | Data from the set is made available to entities other than those authorized under the law. | NO |
| 3 | Recipients of personal data | NONE |
| 4 | Data is transferred to third countries | NO |



| Part A | | Specification of the data set entry in the register | |
|--------|---|---|--|
| 1 | Name of the personal data set | Data set - archive | |
| 2 | Date of entry in the register | 6 February 2017 | |
| 3 | Date of last update | 6 February 2017 | |
| Part B | | Information about the controller of personal data | |
| 1 | Data controller | JD Sp. z o.o. Sp. k. | |
| 2 | REGON | 531238897 | |
| 3 | Address of the data controller | ul. Piastowska 3 45-081 Opole | |
| Part C | | The representative of the data controller referred to in Art. 31a of the Act of 29 August 1997 about personal data protection (only if the entity is established in a third country) | |
| 1 | Representative's address | Not applicable | |
| Part D | | Entities entrusted with processing of personal data pursuant to Art. 31 of the Act of 29 August 1997 about personal data protection | |
| 1 | Name and address of the entity | Name and address of the entity | |
| Part E | | Legal basis authorizing the processing of personal data in a set | |
| 1 | Consent of the data subject for the processing of data relating to him/her. | NO | |
| 2 | Processing is necessary to fulfil the mandate or fulfil the obligation under the law. | NO | |
| 3 | Processing is necessary for performance of the contract when the data subject is a party to it or when it is necessary to take action before conclusion of the contract at the request of the data subject. | NO | |
| 4 | Processing is necessary for the fulfilment of lawful tasks carried out for the benefit of the public . | NO | |
| 5 | Processing is necessary to fulfil legitimate objectives pursued by data controllers or data recipients, and processing does not violate the rights and freedoms of the data subject . | YES | |
| Part F | | Purpose of data processing, description of data subjects and the extent of data processed | |
| 1 | Purpose of processing data in a set | Document archiving | |
| 2 | Description of categories of data subjects | Individuals whose data are subject to archiving | |
| 3 | The scope of the so-called ordinary data processed in a data set | Full name, scope of the document, date of archiving, archived data sharing date | |
| 4 | The scope of the so-called sensitive data processed in a data set | NONE | |



| Part G | Legal basis of processing the so-called sensitive data as defined in art. 27 of the Act of 29 August 1997 about personal data protection (complete only when there are sensitive data in the set) | |
|--------|---|-------------------------|
| 1 | Data subjects give their consent in writing. | NO |
| 2 | The special provision of another law authorizes the processing of personal data without consent of the data subject. | NO |
| 3 | Data processing is necessary to protect the vital interests of the data subject or another person if the data subject is not physically or legally able to consent until a legal guardian or custodian is established. | NO |
| 4 | Processing is necessary for performance of statutory tasks of a church, other religious association, association, foundation or other non-profit organization or institution with political, scientific, religious, philosophical or trade union interests, and the data processing concerns only members of that organization or persons in continuous contact with it in connection with its activities, and full protection of processed data is guaranteed. | NO |
| 5 | Processing involves data that are necessary to assert rights before the court. | NO |
| 6 | Processing is necessary for performance of tasks of the data controller relating to employment of employees and other persons, and the scope of data processed is set out in the Act. | NO |
| 7 | Processing is carried out in order to protect health status, provide medical services or treat patients by persons treating professionally or providing other medical services, administering medical services, and full guarantee of personal data protection is provided. | NO |
| 8 | Processing refers to data that have been made public by the data subject. | NO |
| 9 | Processing is necessary for conduct of research, including preparation of a dissertation required to obtain a college or university degree, and the publication of research results does not allow for identification of the data subjects. | NO |
| 10 | Data processing is carried out by the party in order to realize the rights and obligations resulting from a judgment given in court or administrative proceedings . | NO |
| Part H | Method of data collection and sharing | |
| 1 | Data from people are collected | directly and indirectly |
| 2 | Data from the set is made available to entities other than those authorized under the law. | NO |
| 3 | Recipients of personal data | NONE |
| 4 | Data is transferred to third countries | NO |

| Part A | Specification of the data set entry in the register | |
|--------|---|----------------------------------|
| 1 | Name of the personal data set | Data set – access control |



| | | |
|---------------|---|---|
| 2 | Date of entry in the register | 6 February 2017 |
| 3 | Date of last update | 6 February 2017 |
| Part B | Information about the controller of personal data | |
| 1 | Data controller | JD Sp. z o.o. Sp. k. |
| 2 | REGON | 531238897 |
| 3 | Address of the data controller | ul. Piastowska 3 45-081 Opole |
| Part C | The representative of the data controller referred to in Art. 31a of the Act of 29 August 1997 about personal data protection (only if the entity is established in a third country) | |
| 1 | Representative's address | Not applicable |
| Part D | Entities entrusted with processing of personal data pursuant to Art. 31 of the Act of 29 August 1997 about personal data protection | |
| 1 | Name and address of the entity | Name and address of the entity |
| Part E | Legal basis authorizing the processing of personal data in a set | |
| 1 | Consent of the data subject for the processing of data relating to him/her. | NO |
| 2 | Processing is necessary to fulfil the mandate or fulfil the obligation under the law. | NO |
| 3 | Processing is necessary for performance of the contract when the data subject is a party to it or when it is necessary to take action before conclusion of the contract at the request of the data subject. | NO |
| 4 | Processing is necessary for the fulfilment of lawful tasks carried out for the benefit of the public. | NO |
| 5 | Processing is necessary to fulfil legitimate objectives pursued by data controllers or data recipients, and processing does not violate the rights and freedoms of the data subject. | YES |
| Part F | Purpose of data processing, description of data subjects and the extent of data processed | |
| 1 | Purpose of processing data in a set | Assuring access control to the data processing area |
| 2 | Description of categories of data subjects | Individuals - entering and leaving the location, guests, including drivers |
| 3 | The scope of the so-called ordinary data processed in a data set | Full name, company, JD representative data, date and time of entry, date and time of departure, vehicle registration number |
| 4 | The scope of the so-called sensitive data processed in a data set | NONE |
| Part G | Legal basis of processing the so-called sensitive data as defined in art. 27 of the Act of 29 August 1997 about personal data protection (complete only when there are sensitive data in the set) | |



| | | |
|---------------|---|-------------------------|
| 1 | Data subjects give their consent in writing. | NO |
| 2 | The special provision of another law authorizes the processing of personal data without consent of the data subject. | NO |
| 3 | Data processing is necessary to protect the vital interests of the data subject or another person if the data subject is not physically or legally able to consent until a legal guardian or custodian is established. | NO |
| 4 | Processing is necessary for performance of statutory tasks of a church, other religious association, association, foundation or other non-profit organization or institution with political, scientific, religious, philosophical or trade union interests, and the data processing concerns only members of that organization or persons in continuous contact with it in connection with its activities, and full protection of processed data is guaranteed. | NO |
| 5 | Processing involves data that are necessary to assert rights before the court. | NO |
| 6 | Processing is necessary for performance of tasks of the data controller relating to employment of employees and other persons, and the scope of data processed is set out in the Act. | NO |
| 7 | Processing is carried out in order to protect health status, provide medical services or treat patients by persons treating professionally or providing other medical services, administering medical services, and full guarantee of personal data protection is provided. | NO |
| 8 | Processing refers to data that have been made public by the data subject. | NO |
| 9 | Processing is necessary for conduct of research, including preparation of a dissertation required to obtain a college or university degree, and the publication of research results does not allow for identification of the data subjects. | NO |
| 10 | Data processing is carried out by the party in order to realize the rights and obligations resulting from a judgment given in court or administrative proceedings . | NO |
| Part H | Method of data collection and sharing | |
| 1 | Data from people are collected | directly and indirectly |
| 2 | Data from the set is made available to entities other than those authorized under the law. | NO |
| 3 | Recipients of personal data | NONE |
| 4 | Data is transferred to third countries | NO |