




POLICY CONCERNING PROTECTION OF PERSONAL DATA OF COUNTERPARTIES
UNITY LINE LIMITED SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ ODDZIAŁ W POLSCE [BRANCH IN
POLAND OF A LIMITED LIABILITY COMPANY]
with its registered office in Szczecin

1. This policy concerning protection of data of counterparties (hereinafter: the “Policy”) sets out the rules of processing – by Unity Line Limited Sp. z o.o. Oddział w Polsce with its registered office in Szczecin, Plac Rodła 8, 70-419 Szczecin (hereinafter: the “Administrator”) – of personal data belonging to:
 - a. natural persons being the Administrator’s counterparties or intending to undertake cooperation with the Administrator as part of the business activity they operate;
 - b. natural persons being employees of the Administrator’s counterparties (regardless of the form of employment) who have been designated by such a counterparty as persons responsible for cooperation with the Administrator or for its establishment;
– hereinafter jointly referred to as the “Representatives”.
2. This Policy concerns personal data collected by the Administrator (or on their behalf) both from the Representative’s employer and directly from the Representative (hereinafter: the “Personal Data”).
3. This Policy fulfils the obligation referred to in Articles 13 and 14 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), hereinafter referred to as the “GDPR”.
4. From the moment the Personal Data are obtained, the Administrator takes on the function of an administrator of personal data of the Representatives within the meaning of the GDPR. Contact details of the Administrator are as follows: Unity Line Limited Sp. z o.o. Oddział w Polsce with its registered office in Szczecin, Plac Rodła 8, 70-419 Szczecin, phone: 91/3595695, e-mail: unity@unityline.pl. Contact details of the Data Protection Officer: e-mail: iod@unityline.pl.
5. The Administrator can process the following data of the Representatives: first name, last name, workplace, official position, contact details (correspondence address, telephone number, e-mail address, social network accounts), year of birth, nationality, sex.
6. The basis for processing of data of the Representatives is a legitimate interest of the Administrator – the ability to establish and continue cooperation or contact with the counterparty through the Representative (Article 6.1(f) of the GDPR).
7. The Personal Data of the Representatives will be processed until the definitive end of cooperation between the Administrator and the counterparty. The Personal Data can be deleted at an earlier date – in the event that the Administrator receives an objection to processing by the Representative, but also in the event when the Administrator determines that they do not need them any more to achieve their legitimate goal (contact with the counterparty).
8. The Personal Data will not be deleted by the Administrator on the date resulting from the preceding item if their storage results from the applicable legal regulations or is necessary to make settlements or pursue claims as part of the activity of the counterparty and their Representative.
9. The Personal Data can be made available by the Administrator to entities that provide services for the Administrator (including external IT/courier/HR/accounting companies and those dealing with counterparties). The Personal Data can also be provided to other interested entities (also independent of the Administrator) if the Representative has made them available in such a form which clearly shows that they wanted third parties to contact them in business matters.
10. Each Representative has the right to:
 - obtain information on the processing of the Personal Data, including on the categories of the processed Personal Data and data recipients;
 - request correction of the incorrect Personal Data or complement the incomplete Personal Data;

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- request deletion or limitation of processing of the Personal Data whereby such a request will be fulfilled if the legal requirements regarding such a request are satisfied;
 - submit an objection – in the case of data processing on the basis of a legitimate interest of the Administrator (Article 6.1(f) of the GDPR);
 - transfer the Personal Data – by receiving data from the Administrator in a format that makes it possible to provide them to a selected third party;
 - lodge a complaint to a supervisory authority, i.e. Director of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa – in the case it is concluded that the Personal Data are processed contrary to the law.
11. Any requests, questions and demands related to the processing of the Personal Data should be sent to the following e-mail address: iod@unityline.pl.
 12. Each of the Administrator's counterparties shall inform the Representative they employ about the content of the Policy.
 13. This Policy comes into force on 25 May 2018.