

INFORMATION ON PROCESSING PERSONAL DATA BY CD PROJEKT S.A.

Hello! This is **CD PROJEKT S.A.** We are the controller of personal data that we collect when we communicate or execute a contract. You will find our details in the header and the footer of this information.

Contact with us

If you have questions about your privacy, send an e-mail to our Data Protection Officer at: dpo@cdprojektred.com. You can also send a letter by traditional post to: CD PROJEKT S.A., ul. Jagiellońska 74, 03-301 Warszawa, adding "Attn: Data Protection Officer".

Who this information is for

This information is intended for our business partners and their representatives.

Where we get your data

We have received your data from you during our talks, exchange of correspondence or documents (including business cards, e-mails, proposals, contracts, bills or invoices) or from the business partner whom you represent.

What data we process

Business Partner	Business Partner's Representative
name, surname, business name; residence, registered office, business activity addresses; mailing address, e-mail address, telephone number, bank account number, NIP number, REGON number, other numbers that identify your business activity, contract reference number	name, surname, position, name of business partner whom you represent, other contact details you provided

How we use your data

Purpose	Legal grounds	Retention period
<ul style="list-style-type: none"> entering into and performing agreements with business partners; maintaining ongoing communication with business partners; 	performing a contract article 6.1.b. of the GDPR	throughout the duration of the relationship with the business partner
<ul style="list-style-type: none"> fulfilling obligations arising from the law including tax and accounting regulations documenting personal data processing 	legal obligation under article 6.1.c of the GDPR	throughout the contract term, and afterwards – for the period required by the law or as long as needed to ensure accountability
<ul style="list-style-type: none"> retaining documentation that indicates our rights and obligations purposes connected with asserting or defending claims, including managing court, arbitration or mediation proceedings 	legitimate interest (i.e. ensuring our legal security) article 6.1.f. of the GDPR	throughout the period our rights and/or obligations remain in effect; throughout the contract term, and afterwards - for the claim limitation period

Do you have to give us data?

You do not have to give us your data, however we need it in order to execute a contract and communicate with you. If we do not receive your data, we will not be able to enter into a contract.

Your rights

Right	When you can exercise it
to access	in any situation
to rectify	where the data is incorrect or incomplete
to erase	<ul style="list-style-type: none"> • where we no longer need the data in order to achieve the purposes for which we collected it • where you withdraw your consent based on which the data is processed • where you object to data processing • where we processed the data in contravention of the law • where we should delete the data in order to perform our legal obligation
to restrict processing	<ul style="list-style-type: none"> • where the data is incorrect – for a period enabling us to check its correctness • where the data was processed in contravention of the law but you do not wish to have it deleted • where we do not need your data but you may need it to assert or defend claims • where you object to the processing of data – until it is determined whether our interest is superior to your objection grounds
to transfer data	where data processing is based on consent or on a contract executed by us and it is automated
to object	where we process your data based on a legitimate interest, and the objection is justified by your specific situation
to lodge a complaint	you can always lodge a complaint with the President of the Personal Data Protection Authority (<i>PUODO</i>) or with the local data protection authority in your country

Data recipients

We may make your data available to partners who support us in different processes connected with the entire lifetime of our contract:

- electronic signature operators who assist us in concluding contracts
- entities providing us with project management and content sharing tools
- auditors, actuaries, law firms, law & tax firms providing us with their services

Whenever obliged to do so, we will make your personal data available to courts and public administration authorities.

Transferring data outside EEA

Your data may be processed, retained or transferred to our partners having their registered offices outside the European Economic Area. We assure the security of your data by transferring it to countries that ensure an appropriate security level or by applying EU standard contractual clauses.

Automated processing and profiling

We will not use automated decision-making process, including profiling, based on your data. By profiling we mean drawing conclusions based on the data collected about you, for example with respect to your present or future preferences or interests.