



## PRIVACY NOTICE

This privacy notice explains how we will use the information you provide, or which we collect, in connection with any sourcing activity, any business cooperation and any subsequent agreement(s) with us ("Contracting Party"). Failure by you to supply such information may result in us being unable to enter into a commercial relationship and/or agreement(s) with you.

When we say "Connected Person" this means individual(s) connected to your business and could be any guarantor, a director or officer of a company, partners or members of a partnership, any substantial owner, controlling person, or beneficial owner, trustee, settlor or protector of a trust, account holder of a designated account, recipient of a designated payment, your attorney or representative, agent or nominee, or any other persons or entities with whom you have a relationship that's relevant to your relationship with the HSBC Group.

You must direct any individuals whose Personal Data we may collect and process, including Connected Persons, to this Privacy Notice and make sure they are aware, prior to providing their Personal Data to us or our obtaining their Personal Data, that we are using their Personal Data as described. You should also draw their attention to the section on their rights.

### HOW WE COLLECT AND USE YOUR INFORMATION

This Privacy Notice provides information on:

- the types of information we collect about you and Connected Person;
- how we collect and use it;
- who we might share it with;
- the steps we'll take to make sure it stays private and secure;
- Your rights to your information.

### WHO WE ARE

When we say 'we' or 'us', we mean any entity within the HSBC Group which acts as a data controller in respect of processing personal data described in this Statement is: HSBC Service Delivery (Polska) Sp. z o.o. with its seat at Kapelanka 42A street, 30-347 Kraków, registered in the District Court for Kraków-Śródmieście, XI Commercial Division of the National Court Register, under the number KRS 0000310459, share capital (entirely paid) in the amount of 67 689 500,00 PLN, NIP 525-242-91-07. Data Controller has appointed Data Protection Officer of the Data Controller, with whom you may contact for matters related to processing your personal data via e-mail address: [dpo\\_poland@hsbc.com](mailto:dpo_poland@hsbc.com), by phone 12 399 3650, or by post addressed to Data Protection Officer's attention at: HSBC Service Delivery (Polska) Sp. z o.o., ul. Kapelanka 42a, 30-347 Kraków.

### THE INFORMATION WE COLLECT

The information that we collect may include information relating to:

- You;
- Connected Person(s);
- Other individuals whose data you have shared with us in connection to our business cooperation.

Prior to providing information to us relating to a Connected Person or any other person, you shall ensure that you have brought this privacy notice to their attention.

### HOW WE'LL USE YOUR INFORMATION

We may use your information (or any Connected Person ('s)), to:

- approve, manage, administer or effect the services agreement between us (article 6 point 1 letter a and b of GDPR);
- meet the compliance obligations of the HSBC Group which is our legitimate interest (article 6 point 1 letter f of the GDPR);
- conduct financial crime (which includes money laundering, terrorist financing, bribery, corruption, tax evasion, fraud, evasion of economic or trade sanctions, and any act or attempt to circumvent or violate any law relating to these matters) risk management activity (which will include making further enquiries as to the status of a person or entity, whether they are subject to a sanctions regime, or confirming their identity and status), which is our legitimate interest (article 6 point 1 letter f of the GDPR);
- if applicable, collect any amounts due and outstanding from you which is our legitimate interest (article 6 point 1 letter f of the GDPR);
- where allowed by law - conduct credit checks and obtaining or providing credit references (where you are a potential tenant of the HSBC Group) (article 6 point 1 letter f of the GDPR);
- enforce or defend our rights which is our legitimate interest (article 6 point 1 letter f of the GDPR);
- verify your identity to perform agreement (article 6 point 1 letter a and b of GDPR).

We'll only use your information where we're allowed to by law.

### WHO WE CAN SHARE YOUR INFORMATION WITH

We may transfer and disclose your (or Connected Person('s)) information to:

- any member of the HSBC Group;
- entities which carry out processing, on behalf of the Data Controller of personal data of the contracting party and/or any person acting on its behalf, including subcontractors, representatives and service providers who work or provide services to the Data Controller or other entities of the HSBC Group (including their employees, subcontractors, service providers, members of the management board and senior management);
- any regulatory authorities of the HSBC Group;
- when allowed by law - credit reference agencies and other companies for use in credit decisions, fraud prevention and to pursue debtors;



- any companies where required in connection with potential or actual corporate restructuring, merger, acquisition or takeover, including any transfer or potential transfer of any of our;
- rights or duties under our agreement with you;
- any companies where required in connection with potential or actual corporate restructuring, merger, acquisition or takeover, including any transfer or potential transfer of any of our rights or duties under our agreement with you.

#### **HOW LONG WE'LL KEEP YOUR INFORMATION**

We'll keep your information for as long as you have a relationship with us. After it ends we'll keep it for a period of 10 years, after which it will be destroyed, deleted or anonymised.

#### **TRANSFERRING YOUR INFORMATION OVERSEAS**

Your information may be transferred and stored in countries outside the European Economic Area, including some that may not have laws that provide the same level of protection for personal information. When we do this, we'll ensure it has an appropriate level of protection, so it is compliant with the applicable law.

#### **RIGHTS OF INDIVIDUALS**

Individuals whose Personal Data we process, including Connected Individuals, have a number of rights in relation to their Personal Data.

These rights include:

- the right to access information we hold about you and to obtain information about how we process it;
- in some circumstances, the right to withdraw your consent to our processing of your information, which you can do at any time. We may continue to process your information if we have another legitimate reason for doing so;
- in some circumstances, the right to receive certain information you have provided to us in an electronic format and/or request that we transmit it to a third party;
- the right to request that we rectify your information if it's inaccurate or incomplete;
- in some circumstances, the right to request that we erase your information. We may continue to retain your information if we're entitled or required to retain it;
- the right to object to, and to request that we restrict, our processing of your information in some circumstances. Again, there may be situations where you object to, or ask us to restrict, our processing of your information but we're entitled to continue processing your information and/or to refuse that request.

If the Data Controller breaches the law related to personal data protection while processing the personal data of the contracting party, Connected Persons and/or any person acting on Contracting Party's behalf have the right to lodge a complaint with the competent supervisory authority in Poland – President of the Personal Data Protection Office.

Please contact our data protection officer in the event you wish to exercise your data subject rights.

This privacy notice may be updated from time to time. The most current version is available at: <https://www.about.hsbc.pl/pl-pl/hsbc-in-poland/hsbc-service-delivery>

GDPR means 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) (Official Journal of the European Union, L 119, 4 May 2016).

HSBC Group means HSBC Holdings plc, and/or any of its affiliates, subsidiaries, associated entities and any of their branches and offices, which current list is available in the most actual Annual Report published by HSBC Holdings plc at <https://www.hsbc.com/investors/results-and-announcements/annual-report>. List of most important HSBC Group entities is available on the official HSBC's website: [www.hsbc.pl](http://www.hsbc.pl).