

**PRIVACY POLICY**  
**AOMB Polska Sp. z o.o.**

We hereby present the privacy policy, in which you will find information on the principles of personal data processing. In this document you will find information about the purpose of collecting personal data, what obligations are imposed on AOMB Polska Sp. z o.o. (hereinafter also referred to as: the "Controller") as the controller of personal data and what are your rights. This privacy policy constitutes the fulfillment of obligations under the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation), hereinafter also referred to as: the "Regulation 2016/679").<sup>1</sup>

Please read the rules for the personal data processing. Below are included information clauses addressed to:

1. Potential Customers of the Controller who are natural persons;
2. Representatives of the Controller's potential Customers, including their employees, associates and persons added by potential Customers to correspondence with the Controller;
3. Customers of the Controller who are natural persons;
4. Representatives of the Controller's Customers, including their employees, associates and persons added by Customers to correspondence with the Controller;
5. Authors of individual inventive projects (e.g. inventions, utility models, industrial designs, topographies of integrated circuits and rationalization proposals);
6. Representatives of suppliers of goods or services for the Controller;
7. Natural person suppliers of goods and services;
8. Participants of workshops, conferences, business meetings and people who provided their data for marketing purposes;
9. Candidates for employment or provision of services to the Controller under civil law contracts;
10. Employees or permanent associates of the Controller providing services under civil law contracts.

You will be able to read them by clicking on the appropriate link.

<sup>1</sup> OJ UE L. 2016.119.1 of 04/05/2016, the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation) referred to as "GDPR".

**AOMB Polska Sp. z o. o.**

**WARSAW**

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PL 18 1140 1010 0000  
4746 2300 1003

Registered by  
the District Court  
for the City of Warsaw  
XII Commercial Division  
of the National Court Register  
KRS: 0000334048  
VAT: 5252459580  
REGON: 141945375

Share capital: 30 000 zł

**Associated with**

**Algemeen Octrooi-  
en Merkenbureau B.V.,  
Eindhoven, Holandia**

having offices in  
Eindhoven, The Hague,  
Maastricht and Utrecht

**mail@aomb.pl**  
**www.aomb.pl**

**1. Potential Customers of the Controller who are natural persons.**

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to contact you, submit or accept an offer, exchange information, negotiate in order to establish the rules of cooperation, conclude a confidentiality agreement.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item b) of the Regulation 2016/679, for the purposes necessary to conclude the contract,
  - ii. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests of the Controller, including the establishment, pursuing and defense of mutual claims.
- e. The period in which the Controller shall store your personal data shall depend on the circumstances of whether the contract is concluded. In the event of concluding a contract, the Controller shall store your personal data under the terms and conditions specified in paragraph 3 of the Privacy Policy. If the contract is not concluded, your personal data shall be stored until the expiry of the limitation period for pursuing mutual claims related to the conducted negotiations, and in the case of concluding a confidentiality agreement in the course of negotiations, for the period of limitation of claims arising from that contract.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,

- iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
- v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 1 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a voluntary requirement, however it is necessary to achieve the purposes for which it was collected.
- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means.

## **2. Representatives of the Controller's potential Customers, including their employees, associates and persons added by potential Customers to correspondence with the Controller.**

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.

- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to exchange information with you related to contractual negotiations or submission/ acceptance of an offer of the entity you represent or who joined you in the correspondence in the above-mentioned range.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item f) of the Regulation 2016/679<sup>2</sup> due to the implementation of the objectives resulting from the legitimate interests of the Controller, including to enable the conduct of ongoing correspondence in the course of contractual negotiations and to establish, assert and defend against claims, which could hypothetically arise as a result of negotiations with a potential Customer.
- e. The period in which the Controller shall store your personal data shall depend on the circumstances of whether the contract is concluded with the entity you represent or who has joined you in correspondence. In the event of concluding a contract, the Controller shall store your personal data under the terms and conditions specified in paragraph 4 of the Privacy Policy. If the contract is not concluded, your personal data shall be stored until the expiry of the limitation period for pursuing mutual claims, between the Controller and the entity you represent, and which claims may be related to the conducted negotiations, and in the case of concluding a confidentiality agreement in the course of negotiations, for the period of limitation of claims arising from that contract.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,
  - iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was

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<sup>2</sup> OJ UE L. 2016.119.1 of 04/05/2016, the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation) referred to as "GDPR".

collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 2 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a voluntary requirement, however it is necessary to achieve the purposes for which it was collected.
- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means.

### 3. Customers of the Controller who are natural persons.

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to perform the contract, provide legal/technical services, pursue possible claims, fulfill

the provisions of the relevant corporate regulations and codes of professional ethics of persons performing professions of public trust providing services in cooperation with the Controller, including maintaining professional secrecy, relevant tax and fiscal regulations as well as accounting regulations.

- d. The Controller processes your personal data under generally applicable law, in particular:
- i. Article 6 paragraph 1 item b) of the Regulation 2016/679 in order to perform the contract that was concluded with the Controller in connection with the provision of legal and/or technical assistance,
  - ii. Article 6 paragraph 1 item c) of the Regulation 2016/679 in order to fulfill the obligations incumbent on the Controller due to conducting a business activity, in particular to meet tax and fiscal obligations and obligations in the field of accounting,
  - iii. Article 6 paragraph 1 item c) of the Regulation 2016/679 for the purpose of acquiring and maintaining the right by the Customer and the Customer's legal protection in relation to proceedings in which the Customer's address data must be provided, e.g. Article 126 § 1 and 2 of the Code of Civil Procedure<sup>3</sup>, Article 63 § 2-3a of the Code of Administrative Procedure<sup>4</sup>, Article 46 § 1-2 of the Law on proceedings before administrative courts<sup>5</sup>, Article 31 paragraph 1 point 1), Article 229 paragraph 1 (1), Article 225 (1) paragraph 3 of the Industrial Property Law<sup>6</sup>, Part II, Chapter II paragraph (1), Part III, Chapter II paragraph (2) of the Convention on the Grant of European Patents (European Patent Convention)<sup>7</sup>, Article 31 paragraph 1, Article 55 paragraph 1, Article 111 paragraph 2 of the Regulation of the European Parliament and of the Council (EU) 2017/1001 on the European Union trademark<sup>8</sup>, Article 36 paragraph 1 of Council Regulation (EC) No. 6/2002 on Community Designs<sup>9</sup>, Article 9bis

<sup>3</sup> Journal of Laws 2019.1460, consolidated text of 05/08/2019, the Act of 17 November 1964 Code of Civil Procedure.

<sup>4</sup> Journal of Laws 2020.256, consolidated text of 18/02/2020, the Act of 14 June 1960 Code of Administrative Procedure.

<sup>5</sup> Journal of Laws 2019.2325, consolidated text of 28/11/2019, the Act of 30 August 2020 Law on proceedings before administrative courts.

<sup>6</sup> Journal of Laws 2020.286, consolidated text of 21/02/2020, the Act of 30 June 2020 Industrial Property Law.

<sup>7</sup> Journal of Laws 2004.79.737 of 26/04/2004 Convention on the Grant of European Patents (European Patent Convention), signed in Munich on 5 October 1973, amended by an act amending Article 63 of the Convention of 17 December 1991 and by decisions of the Administrative Council of the European Patent Organization of 21 December 1978, 13 December 1994, 20 October 1995, 5 December 1996 and 10 December 1998, including the Protocols which form an integral part thereof.

<sup>8</sup> OJ UE L. 2017.154.1 of 16/06/2017 the Regulation (EU) 2017/1001 of the European Parliament and of the Council of 14 June 2017 on the European Union trade mark.

<sup>9</sup> OJ UE L. 2002.3.1 of 05/01/2002, the Council Regulation (EU) No. 6/2002 of 12 June 2017 on Community designs.

of the Protocol to the Madrid Agreement on the international registration of trademarks<sup>10</sup>,

- iv. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests of the Controller, including the establishment, pursuing and defense of mutual claims, as well as to ensure the proper performance of the obligations provided for by law and the principles of professional ethics incumbent on persons providing services on behalf of the Controller, performing the profession of public trust.
- e. Your personal data shall be kept for the duration of the contract, and after its expiry - depending on what happens later - until the limitation of mutual claims, the expiry of data storage obligations in accordance with the provisions of Polish law, including, in particular, tax, fiscal, accounting regulations or regulations related to the performance of the profession of public trust.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,
  - iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 3 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a contractual requirement, however it is necessary to achieve the purposes for which it was collected.

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<sup>10</sup> Journal of Laws 2003.13.129 of 30/01/2003 or OJ UE L. 03.296.22 Protocol to the Madrid Agreement on the international registration of trademarks concluded in Madrid on 27 June 1989.

- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, and NIP [tax identification number], REGON [national business registry number] or PESEL [personal identity number], if such data has been provided to the Controller.
  - i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
    - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
    - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means,
    - iii. Entity providing accounting, tax, legal and auditing services for the Controller,
    - iv. Foreign patent attorneys or professional attorneys in a situation where you decide to apply for the acquisition, maintenance or protection of rights outside Poland,
    - v. Economic information offices regarding information on unpaid receivables.
  - j. In the event that it is necessary to transfer your personal data outside the European Economic Area (hereinafter: EEA), in connection with the performance of the contract between you and the Contractor regarding your obtaining protection outside the EEA (e.g. obtaining a patent in the USA, a right of protection for a utility model in Switzerland or a right of protection for a trademark in Japan), your personal data may be transferred outside the EEA, under the European Commission's decision, have been found to provide a level of personal data protection adequate to the level of protection applicable in the EEA; or provided that appropriate protections are applied, which may involve the use of binding corporate rules, standard data protection clauses adopted by the European Commission, standard data protection clauses adopted by the President of the Office for Personal Data Protection or contractual clauses adopted by the President of the Office for Personal Data Protection. A similar situation may occur when the Controller or its contractors - e.g. providers of legal, tax, auditing and IT services (such as cloud services) - use the services of entities based outside the EEA.
- 4. Representatives of the Controller's Customers, including their employees, associates and persons added by Customers to correspondence with the Controller.**
- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in



Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.

- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to perform for the entity you represent (or the entity that attached you to your correspondence) the contract, provide legal/technical services, pursue possible claims, fulfill the provisions of the relevant corporate regulations and codes of professional ethics of persons performing professions of public trust providing services in cooperation with the Controller, including maintaining professional secrecy, relevant tax and fiscal regulations as well as accounting regulations.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests of the Controller, including the establishment, pursuing and defense of mutual claims between the Controller and the entity that you represent or the entity that joined you to a correspondence.
- e. Your personal data shall be kept for the duration of the contract concluded between the Controller and the entity you represent, and after its expiry - depending on what happens later - until the limitation of mutual claims between the entity that you represent and the Controller, the expiry of data storage obligations in accordance with the provisions of Polish law, including, in particular, tax, fiscal, accounting regulations or regulations related to the performance of the profession of public trust.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,
  - iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was

collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 4 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a contractual requirement, however it is necessary to achieve the purposes for which it was collected.
- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means,
  - iii. Entity providing accounting, tax, legal and auditing services for the Controller,
  - iv. Foreign patent attorneys or professional attorneys in a situation where the entity you represent decides to apply for the acquisition, maintenance or protection of its rights outside Poland.
- j. In the event that it is necessary to transfer your personal data outside the European Economic Area (hereinafter: EEA), in connection with the performance of the contract between the Customer and the Contractor regarding your obtaining protection outside the EEA (e.g. obtaining a patent in the USA, a right of protection for a utility model in Switzerland or a right of protection for a trademark in Japan), the Customer personal data may be transferred outside the EEA, under the European Commission's decision, have been found to provide a level of personal data protection adequate to the level of protection applicable in the EEA; or provided that appropriate protections are applied, which

may involve the use of binding corporate rules, standard data protection clauses adopted by the European Commission, standard data protection clauses adopted by the President of the Office for Personal Data Protection or contractual clauses adopted by the President of the Office for Personal Data Protection. A similar situation may occur when the Controller or its contractors - e.g. providers of legal, tax, auditing and IT services (such as cloud services) - use the services of entities based outside the EEA.

**5. Authors of individual inventive projects (e.g. inventions, utility models, industrial designs, topographies of integrated circuits and rationalization proposals) and trademarks;**

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. Your personal data shall be processed in order to implement the contract for the provision of legal and technical assistance to the entity that is seeking to acquire, maintain and protect intellectual property rights, e.g. through the acquisition of a patent, protection right or right connected to registration (hereinafter also referred to as: "Customer") and meeting the statutory conditions that are related to the performance of that contract, or to contact you if there is a need for consultation regarding an inventive project.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item c) of the Regulation 2016/679 for the purpose of acquiring and maintaining the right by the Customer and the Customer's legal protection in relation to proceedings in which the Customer's address data must be provided, e.g.: Article 8 paragraph 1, Article 32 of the Industrial Property Law<sup>11</sup>, Article 62, Article 81, Part 2 Chapter 2 of the Convention on the

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<sup>11</sup> Journal of Laws 2020.286, consolidated text of 21/02/2020, the Act of 30 June 2020 Industrial Property Law.

- Grant of European Patents (European Patent Convention)<sup>12</sup>, Article 18, Article 36 paragraph 3 of the Council Regulation (EC) No. 6/2002 on Community Designs<sup>13</sup>, Article 262 in conjunction with Article 235(1) of the Code of Civil Procedure<sup>14</sup>, Article 75 of the Code of Administrative Procedure<sup>15</sup>,
- ii. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests pursued by the Controller, including to enable ongoing correspondence related to the acquisition, maintenance or protection of the Customer's rights.
- e. Your personal data shall be kept for the duration of the contract concluded between the Controller and the Customer, and after its expiry - depending on what happens later - until the limitation of mutual claims between the Customer and the Controller, the expiry of data storage obligations in accordance with the provisions of Polish law, including, in particular, tax, fiscal, accounting regulations or regulations related to the performance of the profession of public trust.
- f. You shall have the following rights related to the processing of personal data:
- i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of data,
  - iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 5 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also

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<sup>12</sup> Journal of Laws 2004.79.737 of 26/04/2004 Convention on the Grant of European Patents (European Patent Convention), signed in Munich on 5 October 1973, amended by an act amending Article 63 of the Convention of 17 December 1991 and by decisions of the Administrative Council of the European Patent Organization of 21 December 1978, 13 December 1994, 20 October 1995, 5 December 1996 and 10 December 1998, including the Protocols which form an integral part thereof.

<sup>13</sup> OJ UE L. 2002.3.1 of 05/01/2002, the Council Regulation (EU) No. 6/2002 of 12 June 2017 on Community designs.

<sup>14</sup> Journal of Laws 2019.1460, consolidated text of 05/08/2019, the Act of 17 November 1964 Code of Civil Procedure.

<sup>15</sup> Journal of Laws 2020.256, consolidated text of 18/02/2020, the Act of 14 June 1960 Code of Administrative Procedure.

informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a statutory requirement, however it is necessary to achieve the purposes for which it was collected, including the acquisition, maintenance and protection of intellectual property rights by the Customer, e.g. through the acquisition of a patent, protection right or right connected to registration.
- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means,
  - iii. Foreign patent attorneys or professional attorneys in a situation where the Customer decides to apply for the acquisition, maintenance or protection of intellectual property rights outside Poland.
- j. In the event that it is necessary to transfer your personal data outside the European Economic Area (hereinafter: EEA), in connection with the performance of the contract between the Customer and the Contractor regarding your obtaining protection outside the EEA (e.g. obtaining a patent in the USA, a right of protection for a utility model in Switzerland or a right of protection for a trademark in Japan), the Customer personal data may be transferred outside the EEA, under the European Commission's decision, have been found to provide a level of personal data protection adequate to the level of protection applicable in the EEA; or provided that appropriate protections are applied, which may involve the use of binding corporate rules, standard data protection clauses adopted by the European Commission, standard data protection clauses adopted by the President of the Office for Personal Data Protection or contractual clauses adopted by the President of the Office for Personal Data Protection. A similar situation may occur when us or our contractors - e.g. providers of legal, tax,

auditing and IT services (such as cloud services) - use the services of entities based outside the EEA.

## 6. Representatives of suppliers of goods or services for the Controller

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to present/accept the offer of the entity on behalf of which you are acting, regarding the delivery of goods or services, as well as the performance of the contract between the above-mentioned entity and the Controller, if any, as well as to conduct correspondence with you related to the above-mentioned contract.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests pursued by the Controller, including to conclusion and performance of a contract with the entity you represent and due to the possibility of establishing, asserting and defending mutual claims between the Controller and the entity you represent.
- e. Your personal data shall be stored for the duration of the contract, and after its expiry - whatever occurs later - until the limitation of mutual claims between the Controller and the entity you represent, expiry of the data storage obligations in accordance with provisions of Polish law, including in particular tax, fiscal and accounting regulations.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,

- iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
- v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 6 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a contractual requirement, however it is necessary to achieve the purposes for which it was collected.
- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means.

## 7. Natural person suppliers of goods and services

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),

- ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to present/accept your offer regarding the delivery of goods or services, as well as to perform the contract concluded with you and to conduct correspondence with you related to the above-mentioned contract and to fulfill the relevant tax and fiscal regulations as well as accounting regulations.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item b) of the Regulation 2016/679 in order to perform the contract that was concluded between you and the Controller, as well as negotiations before its conclusion,
  - ii. Article 6 paragraph 1 item c) of the Regulation 2016/679 in order to fulfill the obligations incumbent on the Controller due to conducting a business activity, in particular to meet tax and fiscal obligations and obligations in the field of accounting,
  - iii. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests pursued by the Controller, including the establishment, pursuing and defense of mutual claims.
- e. Your personal data shall be stored for the duration of the contract, and after its expiry - whatever occurs later - until the limitation of mutual claims between the Controller and the entity you represent, expiry of the data storage obligations in accordance with provisions of Polish law, including in particular tax, fiscal and accounting regulations.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,
  - iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 7 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also



informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a contractual requirement, however it is necessary to achieve the purposes for which it was collected.
- h. The Controller shall process the following personal data: name, surname, address, as well as email address or telephone number, and NIP [tax identification number], REGON [national business registry number] or PESEL [personal identity number], if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means,
  - iii. Entity providing accounting, tax, legal and auditing services for the Controller.

#### **8. Participants of workshops, conferences, business meetings and people who provided their data for marketing purposes;**

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to accept the application for participation in workshops, conferences, business meetings and for subsequent correspondence and providing marketing information regarding cooperation with the Controller.

- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item a) of the Regulation 2016/679 in connection with the consent granted to the processing of personal data.
- e. Your personal data shall be stored until you withdraw your consent to the processing of personal data. Withdrawal of consent shall not affect the legality of the Controller processing of personal data before the consent is withdrawn.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to withdraw consent to the processing of your personal data,
  - ii. the right to access your personal data,
  - iii. the right to request correction of your personal data,
  - iv. the right to object to the processing of personal data,
  - v. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - vi. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 8 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.
- g. Your data has been provided to the Controller voluntarily, however, it is a requirement for participation in the workshops, conferences, business meetings organized by the Controller or that are necessary for the purpose of subsequent correspondence and providing marketing information regarding cooperation.
- h. The Controller shall process the following personal data: name, surname, address, as well as email correspondence address or telephone number, if such data has been provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its

current composition can be found at:<https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:

- i. Entities related to the operation of IT systems and ICT tools used by the Controller,
- ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means.

## 9. Candidates for employment or provision of services under permanent cooperation contracts

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address:[do@aomb.pl](mailto:do@aomb.pl),
  - ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data for the purpose of:
  - i. Assessment of qualifications for work/provide services in the position for which you are applying,
  - ii. Assessment of the abilities and skills needed to provide work/services in the position for which you are applying,
  - iii. Choosing a person with whom the Controller shall conclude an employment contract or a civil law contract.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item b) of the Regulation 2016/679 in order to conclude a contract, and in relation to applying for a job also due to Article 22<sup>1</sup> § 1 of the Labor Code<sup>16</sup> - in the scope of the following data, name, surname, parents' names, date of birth, place of residence (correspondence address), education, previous employment history,
  - ii. Article 6 paragraph 1 item a) of the Regulation 2016/679 in connection with the consent granted to the processing of personal data provided in the CV, cover letter or at further stages of recruitment, if you provide us with data other than:

<sup>16</sup> Journal of Laws 2019.1040, consolidated text from 05/06/2019, Act of 26 June 1974, Labor Code.

name, surname, parents' names, date of birth, place of residence (correspondence address), education, previous employment history pursuant to Article 22<sup>1</sup> § 1 of the Labor Code,

- iii. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests of the Controller, including defense against possible claims.
- e. Your personal data shall be stored until any claims related to recruitment for the position for which you are applying are time-barred, and in the case where you have consented to the storage of data for future recruitment, until such consent is withdrawn, however, no later than the limitation of possible claims related to recruitment, in which you participated. Withdrawal of consent shall not affect the legality of the Controller processing before the consent is withdrawn.
- f. You shall have the following rights related to the processing of personal data:
  - i. The right to withdraw consent to the processing of personal data - in relation to data that is processed on the basis of your consent,
  - ii. the right to access your personal data,
  - iii. the right to request correction of your personal data,
  - iv. the right to object to the processing of personal data,
  - v. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - vi. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 9 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Your data has been provided to the Controller voluntarily, however, it is a requirement for participation in the recruitment process or is necessary for the purpose of subsequent correspondence for the

purpose of preparing an appropriate contract, in the event of a successful recruitment.

- h. The personal data Controller shall process the following personal data: name, surname, as well as email address or telephone number as well as
  - i. in relation to people who apply for a job: parents' names, date of birth, place of residence (correspondence address), education, previous employment history,
  - ii. in relation to people who conduct a sole proprietorship: NIP [tax identification number], REGON [national statistical number], company name, date of birth, place of residence (correspondence address), education, professional career,
  - iii. in relation to people who apply for a position involving cooperation under the terms and conditions other than an employment contract or a contract for the provision of services as part of business activity: date of birth, place of residence (correspondence address), education, professional career, and also other data that was provided to the Controller in the course of recruitment.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means,
  - iii. Entity providing accounting services for the Controller and providing HR and payroll services.

#### **10. Employees or permanent associates of the Controller providing services under a civil law contract.**

- a. The Controller of your personal data is the patent office AOMB Polska Spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (00-843) at Rondo Daszyńskiego 1, entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS [company registration number]: 0000334048, REGON [national business registry number]: 141945375 and NIP [tax identification number]: 5252459580.
- b. You can contact the personal data Controller in the following way:
  - i. via email to the following address: [do@aomb.pl](mailto:do@aomb.pl);

- ii. by letter sent to the address of the Warsaw office indicated at the following link: <https://aomb.pl/pl/kontakt>.
- c. The Controller processes your personal data in order to perform the employment contract for the duration of the employment or cooperation contract throughout its duration and depending on the type and nature of cooperation, fulfill the relevant tax and fiscal regulations resulting from the provisions in the field of accounting, labor law and social security, pursuing possible mutual claims, ensuring contact after the completion of cooperation.
- d. The Controller processes your personal data under generally applicable law, in particular:
  - i. Article 6 paragraph 1 item b) of the Regulation 2016/679, in order to perform the concluded contract throughout its duration,
  - ii. Article 6 paragraph 1 item c) and Article 9 paragraph 2 item b) of the Regulation 2016/679 in order to fulfill the obligations of the employer towards employees provided for by law, including in particular in the field of labor law, tax law, social security law, health and safety obligations, keeping employee files,
  - iii. Article 6 paragraph 1 item f) of the Regulation 2016/679 due to the implementation of the objectives resulting from the legitimate interests of the Controller, including ensuring the continuity of the Administrator's operation, to determine, defend against possible claims.
- e. Your personal data shall be stored for the duration of the contract, and after its expiry - whatever occurs later - until the limitation of mutual claims, expiry of the data storage obligations in accordance with provisions of Polish law, including in particular tax, fiscal and accounting regulations, related to keeping employee files, health and safety regulations.
- f. You shall have the following rights related to the processing of personal data:
  - i. the right to access your personal data,
  - ii. the right to request correction of your personal data,
  - iii. the right to object to the processing of personal data,
  - iv. the right to demand that the processing of your personal data be restricted (then the data shall only be stored),
  - v. the right to request the deletion of your personal data when the data is no longer necessary for the purposes for which it was collected or otherwise processed, or when you submit an effective objection to the processing of personal data.

To exercise the above rights, please submit relevant information to the address indicated in paragraph 10 item b) above.

The Controller ensures that it shall thoroughly verify the requests and objections of the persons whose data it processes against the provisions on the protection of personal data. The Controller also informs that the above-mentioned rights are not absolute, as the provisions allow them to be disregarded in certain situations.

You also shall have the right to lodge a complaint with the President of the Personal Data Protection Office in the event that the Controller violates the relevant provisions on the protection of personal data.

- g. Providing your personal data by you is a contractual requirement, however it is necessary to achieve the purposes for which it was collected.
- h. The personal data Controller shall process the following personal data: name, surname, as well as email address or telephone number, parents' names, date of birth, address of place of residence (correspondence address), PESEL [personal identity number], education, previous employment history or a professional career, image, information on health in the case of providing us with health documentation, and in the case in which you shall provide services while conducting a business activity, also NIP [tax identification number] and REGON [national statistical number], as well as other data that you have voluntarily provided to the Controller.
- i. Your personal data shall be processed on behalf of and for the Controller by authorized persons constituting the AOMB Team (its current composition can be found at: <https://aomb.pl/pl/zespol>). The recipients of your personal data may also be:
  - i. Entities related to the operation of IT systems and ICT tools used by the Controller,
  - ii. Poczta Polska or courier companies - in the event that we send you information in a way other than by electronic means,
  - iii. Entity providing accounting, tax, legal and auditing services for the Controller and providing HR and payroll services,
  - iv. Foreign patent attorneys or professional attorneys, their associates, customers with whom you perform professional duties and only in the scope of your name, surname, business email address and telephone number,
  - v. Entities authorized to process your personal data under applicable law (e.g. Social Insurance Institution, National Health Fund, National Tax Administration, self-governments competent for individual professions of public trust).
- j. In the event that it is necessary to transfer your personal data outside the European Economic Area (hereinafter: EEA), in connection with

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your obligations, the data shall be transferred under the terms and conditions described in the Regulation 2016/679.



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