

Category / agenda	Processed personal data	Category data subject	Categories of recipients of data	Purpose of processing	Duration of processing
Recruitment process - vacancies	Identification data, address, proof of education, curriculum vitae	Participants in the recruitment process (job applicants)	Company OK COLOR	Selection of a suitable candidate (employee)	During the recruitment process, the documents were returned to the unsuccessful candidates, other documents were shredded after the end of the recruitment process
Litigation	Identification data, address	Parties to court proceedings (plaintiff, defendant)	OK COLOR, court having territorial jurisdiction, enforcement authorities, external legal advisor (lawyer)	Litigation in which OK COLOR is involved (especially debt collection)	Retention periods for personal data are set by the relevant special regulations
Business activity (Contracts and orders)	Identification data, address, contact details (phone, e-mail), bank details	Natural and legal persons who conclude contracts with OK COLOR	OK COLOR, suppliers and purchasers	Concluding contracts and orders (fulfilment of contractual obligations)	Retention periods for personal data are set by the relevant special regulations
Database of suppliers of goods and services	Identification data of natural persons of suppliers	Suppliers of OK COLOR	Company OK COLOR	Fulfilment of contractual obligations – issuing documents for concluding a contract, legitimate interest of OK COLOR	For the period necessary for the archiving of documents (archiving and shredding regulations, legal deadlines set out in special regulations)
Accounting records	Identification data, address, bank account number	Suppliers and purchasers (customers)	Company OK COLOR, customers	Accounting records	Retention periods for personal data are set by the relevant special regulations
Sending marketing messages	Name and surname, e-mail address	Customers	Company OK COLOR	Legitimate interest of OK COLOR (dissemination of information on offers and new products)	For the duration of the consent