

INFORMATION CLAUSE

In connection with the Regulation on the Protection of Personal Data, commonly known as "GDPR", we would like to provide you with some information regarding the processing of personal data.

ADMINISTRATOR OF YOUR PERSONAL DATA AND CONTACT DETAILS

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PURPOSES OF PROCESSING, LEGAL BASIS, PERIOD OF DATA PROCESSING

Personal data will be processed for the purpose of:

- a) **establishing commercial relations**, pursuant to art. 6 sec. 1 lit. f GDPR - the legitimate interest of the administrator, consisting in the purchase of goods and services necessary for business operations, pending effective objection,
- b) **conclusion and performance of the contract**, pursuant to art. 6 sec. 1 lit. b GDPR - processing is necessary to take action before the conclusion of the contract and perform the contract, until the contract is terminated,
- c) **submitting and considering complaints, claim, requests**, pursuant to art. 6 sec. 1 lit. f) GDPR - the legitimate interest of the administrator, which is taking care of the quality and image of the entrepreneur. The data will be processed until the matter which is the subject of the complaint, claim, request or effective objection is resolved;
- d) **keeping accounting and tax documentation**, pursuant to art. 6 sec. 1 lit. c GDPR - processing is necessary to fulfill the legal obligation in connection with with art. 74 of the Accounting Act and other taxes, for the period required by law (e.g. tax),
- e) **marketing of own services**, pursuant to art. 6 sec. 1 lit. f GDPR - the legitimate interest of the administrator, which is taking care of the interests and good image of the entrepreneur until the objection is submitted. in the case of telephone or electronic marketing (e.g. mailing), a separate consent will be obtained.
- f) **pursuing claims and defending against claims**, processing is necessary for the purposes of the legitimate interest of the administrator (Article 6 (1) (f) of the GDPR) - consisting in defending the administrator's interests. These data will be processed until the claims are time-barred or until an effective objection is made.

DATA RECIPIENTS

The administrator will transfer personal data only to trusted recipients, such as IT, accounting, postal and courier service providers, debt collection, audit and control services or law firms whose help we use to process them.

YOUR RIGHTS

Due to the fact that we process your personal data, you have the right to:

- request access to your personal data,
- request rectification of your personal data,
- requests to remove or limit the processing of your personal data,
- transfer of personal data (which is processed on the basis of a contract or agreement),
- submit a complaint to the authority (the President of the Personal Data Protection Office).

In addition, you have the right to demur to the processing of personal data in the cases specified in art. 21 GDPR.

OBLIGATION TO PROVIDE PERSONAL DATA

Providing data is voluntary, but necessary to establish commercial cooperation. Without providing your data, it is not possible to submit inquiries, conclude contracts or their performance.