

INFORMATION CLAUSE

Personal Data Controller: EKOCEL Sp. z o.o., Nowa 8, 84-123 Rekowo Górne, Phone no. 58 774 89 50, KRS: 0000129696
Data Protection Officer: ochrona.danych@ekocel.pl, Nowa 8, 84-123 Rekowo Górne

PROCESSING OF PERSONAL DATA OF VISITORS STAYING IN THE COMPANY'S PREMISES

PURPOSE OF PROCESSING	LEGAL BASIS	RETENTION PERIOD
<ul style="list-style-type: none"> Protection of employees, protection of property, maintenance of confidentiality of information Monitoring 	Art. 6.1 f) GDPR Art. 22 ² § 1-10 Labour Code	<ul style="list-style-type: none"> 2 years - Pedestrian and Vehicular Traffic 3 months from the date of recording or, if the data is used in legal proceedings up to the final conclusion of the litigation
CATEGORIES OF DATA PROCESSED		RECIPIENTS OF PERSONAL DATA
<ul style="list-style-type: none"> Identification data Image 		<ul style="list-style-type: none"> Security agency

PROCESSING OF PERSONAL DATA WITHIN THE FRAMEWORK OF COOPERATION WITH THE CONTRACTOR AND INCLUDED IN THE CORRESPONDENCE

PURPOSE OF PROCESSING	LEGAL BASIS	RETENTION PERIOD
Handling and processing of orders	Art. 6.1 b) GDPR	For the duration of the contract and for the period of limitation of mutual claims
Keeping books of account and making tax settlements	Art. 6.1 c) GDPR	The period required by the current law
Handling of warranty and/or guarantee claims	Art. 6.1 b) GDPR Art. 6.1 c) GDPR	By the end of handling of warranty and/or guarantee claims and for the period of limitation of mutual claims
E-marketing	Art.10 Act on Providing Services by Electronic Means (PSEM) Art. 172 Telecommunications Law Art. 6.1 f) GDPR	Time to the withdrawal or expressing objection
<ul style="list-style-type: none"> Conducting correspondence related to the conclusion and/or performance of contracts Conducting communication in connection with business cooperation Other marketing tasks Other correspondence 	Art. 6.1 f) GDPR – keeping and maintaining business and other correspondence with contractors and interested parties	By the end of business suitability of the conducted correspondence, performance of the contract or termination of the business relations considering the period of limitation of mutual claims
CATEGORIES OF DATA PROCESSED		RECIPIENTS OF DATA
<ul style="list-style-type: none"> Identification data Address details Contact details Billing data 		<ul style="list-style-type: none"> Entities operating on basis of contracts and providing of services, in particular: advisory, consulting, audit, legal, tax, accounting, security, courier, IT, hosting, to the extent necessary to achieve the objectives of personal data processing Companies belonging to the KIRCHHOFF Group within the EU, to the extent legally justified State authorities, when it results from the applicable rules of law

THE DATA SUBJECT SHALL HAVE THE RIGHT TO:

<ul style="list-style-type: none"> Access and rectify their personal data Erasure and restriction of processing Transfer of personal data Lodge a complaint with the supervisory authority - President of the Personal Data Protection Office Object to processing against the processing of the personal data Withdrawal of the consent. The right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal 	Providing data is not obligatory, but is the condition of: <ul style="list-style-type: none"> Entering the company's premises Getting information to the conducted correspondence or directed inquiry Performing of contract
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Please be advised that the personal data will not be transferred outside the European Economic Area.
Please be advised that your personal data will not be processed in an automated manner.