

# GDPR

## Information on the processing of personal data

Europrofil Sp. z o.o., ul. Zielona 11, 11 - 015 Olsztynek, no. phone: 89 512 32 22, e-mail: sekretariat@europrofil.co

### PURPOSE, LEGAL BASIS AND TIME OF PROCESSING OF PERSONAL DATA

Your personal data will be processed for the purpose of:

#### 1. Fulfilling orders and concluding contracts

The case of concluding civil law contracts of the State personal data will be processed in order to perform and settle the concluded contract. Providing the requested personal data is necessary for the proper performance of the services. Collected data processed will be for the period necessary to perform the contract or until the expiry of claims under it, taking into account the applicable provisions of

#### 2. Handling of reported complaints

In the event of a complaint regarding our products, your personal data will be processed for the purpose of examining it. In this case, the provision of the requested data is provided obligatory. Data regarding the submitted complaint will be stored for a period allowing the parties to pursue claims the contract.

#### 3. Conducting traditional and electronic correspondence via e-mail or a form

- a. If you are our clients and you send us correspondence via traditional mail or e-mail, we process your data for the implementation of the contract concluded with you.
- b. Data from correspondence that does not result from concluded contracts, we process in order to answer the sent inquiries. In this case, correspondence is our legitimate interest.
- c. Data sent via the contact form provided on our website, we process on the basis of your consent. Your personal data will be processed only until contact is made or until time of withdrawal of consent. The consent may be withdrawn at any time moment and it will not affect the compliance with the right of processing that we have carried out on the basis of consent given before its withdrawal.

In the Company, we assumed that we store correspondence for the period necessary to ensure its continuity, however, not more than 6 years.

#### 4. Telephone contact

In the event of contact by telephone, we process your personal data for the purpose for which you are requesting us and to the extent that is necessary to solve the given issues. Providing data is not obligatory in this case, but it will make communication easier for us.

#### 5. Posting information on public accounts on the Facebook social networking site

Maintaining a fanpage account on the Facebook social network: facebook.com/naszemaseczkipl is a legitimate interest of the Company. When using this site, posting on it posts and comments and the use of shared on the Facebook messenger, we would like to inform you that personal data will be processed in countries that may not ensure an adequate level of personal data protection, e.g. in the USA or other countries where the websites have their own data processing servers. Personal data may be reviewed and collected by US services (e.g. NSA, FBI, CIA) and data owners are not allowed to access judicial remedies to defend against the processing of personal data.

#### 6. Keeping accounts

As part of the activities related to the issuance of an invoice or other accounting voucher, including in connection with settlement concluded contracts. The basis for the processing of personal data is to fulfill the legal obligation incumbent on the Administrator. Providing data in these cases is obligatory. We will process the data for the period of time resulting from legal provisions, in particular those relating to the Accounting Act and the post.

#### 7. Conducting video monitoring

The Company carries out video monitoring of the buildings and areas owned by the Company in order to ensure the safety of employees and property. Monitoring is carried out in accordance with the provisions of the Labor Code, and the recordings will be stored no longer than 90 days from the date of recording.

#### INFORMATION ABOUT RECIPIENTS OF PERSONAL DATA:

Personal data may be disclosed to entities performing tasks for and on behalf of the data controller personal, such as:

- software suppliers in order to ensure their efficient operation in compliance with the principles of personal data protection and confidentiality of processing,
- entities providing postal services in accordance with postal law in order to conduct traditional correspondence,
- banks in case of the necessity to make settlements,
- public entities within the framework of compact agreements and contracts and within the scope of applicable regulations laws.

#### HOLDING RIGHTS:

In connection with the processing of your personal data you have the right to access your personal data, request their rectification and processing restrictions your personal data, as well as deletion within the limits permitted by law. You also have the right to data portability to the extent that they are processed in IT systems based on the consent granted and the right to object to the processing carried out in the legitimate interest of the Company.

In order to exercise the above rights, please contact us contact the Administrator via traditional mail on the address indicated above or by e-mail to the following e-mail address: [sekretariat@europrofil.co](mailto:sekretariat@europrofil.co)

You can also lodge a complaint regarding the processing of data with the President.

