



## INFORMATION

transmitted in the performance of the duties forecasted in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - hereinafter referred to as the GDPR).

### ➤ **Who is the data administrator**

1. The administrator of your personal data processed in relation to binding business relations parties, which may be the conclusion and implementation of the contract, the implementation of the order or sending the offer, including in particular the name and surname, telephone number, e-mail address, address, position, is Atex Sp. z o.o. with headquarters in Oława, at ul. 3 Maja 20c, 55-200 Oława (hereinafter ADO).

### ➤ **How can you contact the data controller**

2. ADO enables contact via e-mail: **office@atexweb.pl**, by telephone: **+48 (0) 71 313 43 47**, by post: **ul. 3 Maja 20c, 55-200 Oława**.

### ➤ **Where did we get your data?**

3. If you have not provided your personal data directly to ADO, your personal data has been provided to ADO by the entity in whose name you or the entity that provided your personal data to ADO as necessary to implement of business relations connecting websites.

### ➤ **What is the legal basis for data processing**

4. The legal basis for the processing of personal data is art. 6 par. 1 sec. a), b), c.), f) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation 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). The data will be processed in connection with the concluded agreement, granted consent (during a telephone conversation / in an e-mail), the need to perform the contract or take action on your request before the conclusion of the contract. In addition, the data is processed in connection with the need to comply with the legal obligation incumbent on ADO and the need arising from legitimation of interests pursued by ADO such as answering your letters and applications.

### ➤ **Why do we need personal information?**

5. Providing personal data is necessary to conclude and execute the contract or take action before its conclusion, including sending an offer or placing an order. In addition, the data is processed for the following purposes: conducting analyzes and statistics for the purposes of running your own business, selling products and services, pursuing claims, archiving, responding to letters and requests, fulfilling the legal obligation incumbent on ADO. In the event of failure to provide data, conclusion and performance of the contract or taking action before its conclusion (sending an offer, setting up an



order) may be impossible or difficult.

6. In the case of data which has been transferred to ADO in order to perform the contract or in relation to business relations connecting the parties to the agreement, the reason for processing the data is justified ADO's interest.
7. Your data may also be used for marketing purposes, but it will only happen after you have obtained separate consent from you.

➤ **Which categories of data we process?**

8. The following categories of personal data will be processed
  - basic data such as name and surname, for identification purposes,
  - contact details, to enable contact by regular mail, telephone contact or e-mail,
  - address data,
  - data on identification numbers, for the purpose of strict identification.

➤ **How long will we process your personal data?**

9. Personal data will be kept during the term of the contract or other business relations between the parties and after the end of the contract for a period required by law, i.e. not longer than 6 years after the end of such cooperation, however, after the expiration of the contract or termination of the processing will be only for the purpose archival, tax and investigation of possible claims. In the case of data that is processed on the basis of granted consent until its withdrawal.

➤ **Who we share data with?**

10. Personal data may be disclosed to persons authorized by ADO, entities providing ADO services, including technical and organizational services, e-mail services. Your data may also be made available to courier and postal companies that will deliver your parcel to law firms, to whom ADO has ordered, for example, conducting proceedings, entities or bodies authorized by law.

➤ **Do we pass data to third countries?**

11. Personal data will not be transferred to a third country / international organization.

➤ **What rights do you have ?**

12. You have the right to request access to the content of your personal data and the right to correct it.
13. In cases specified by law, you have the right to request the deletion of personal data, request to limit the processing of personal data, the right to transfer personal data, the right to object to the processing of personal data.
14. You have the right to lodge a complaint with the supervisory body involved in the protection of



personal data when you feel that ADO has violated the provisions on the protection of personal data.

15. Personal data will not be used for automated decision-making in relation to you, including profiling.

➤ **Information about the right to object**

Due to the fact that your personal data will be processed by ADO for purposes arising from the legitimate interest of ADO, you have the right to object to the processing of personal data for the purpose for reasons related to your particular situation.