

INFORMATION CLAUSE FOR CONTACTING PEOPLE

regarding the method of processing personal data

(Revision No. 1 of 25.05.2018)

Pursuant to art. 13 clause 1 and 2 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on free movement of such data and repealing Directive 95/46/EC (GDPR) we inform you that:

1. The Controller of your personal data is ENDOX POLSKA Sp. z o.o., ul. Cieszyńska 365, 43-382 Bielsko-Biała, which can be contacted by e-mail at: biuro@endox-polska.pl, or by phone at 33 82 21 441.
2. The purpose of processing your personal data is contacting the Controller for the purpose of obtaining information, answering a question concerning activities of ENDOX Polska, as well as obtaining information about the processing of personal data and / or exercising your rights as a data subject. The basis for processing the data provided during contact is your consent to the processing expressed in the form of a clear action confirming the desire to contact the Controller in the form of a telephone call, e-mail or correspondence sent (sending data) in accordance with art. 6 clause 1 letter a) of GDPR.
3. Your personal data is secured in accordance with applicable regulations, and their recipients may be entities to which disclosing the data is authorised pursuant to overriding law and entities processing personal data as part of providing services on behalf and for the controller (e.g. concerning IT, auditing services) with which the controller concluded the contract of entrusting data processing in accordance with art. 28 of GDPR.
4. Your personal data will not be transferred to countries outside the European Economic Area or international institutions or processed for purposes other than the purpose for which the personal data was collected.
5. Decisions regarding your personal data will not be taken in an automated manner.
6. Your personal data provided in e-mail or letter correspondence will be stored until the consent for further processing in order to contact the controller is withdrawn and for 5 years from the date of withdrawal of the consent for archival purposes or to secure any claims.
7. You have the right to: protection of your personal data, information on the rules for their processing, access and obtain a copy thereof, to rectify, delete or limit their processing, to transfer the data and to notify each recipient about the rectification, deletion or limitation of processing of your data. These rights may be subject to restrictions in specific cases, pursuant to separate legislation.
8. If the processing takes place on the basis of consent, the person who gave the consent shall have the right to withdraw it without affecting the lawfulness of the processing that was carried out on the basis of the consent before its withdrawal. The withdrawal of consent will result in the controller being unable to process data.
9. In order to exercise your rights, you may submit an appropriate request to the controller in person, by phone or by e-mail at: biuro@endox-polska.pl.
10. If your data is found to be processed incorrectly you have the right to lodge a complaint with the Chairman of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).