

Under Art. 13 item 1 and 2 of 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 (hereinafter - GDPR), I inform as follows:

#### **1. Personal Data Controller**

The Controller of your personal data is the company Fabryka Styropianu "ARBET" Bartosik, Czernicki, Funke, Kuncer, Muzyczuk Sp. J., located in Koszalin, at ul. Bohaterów Warszawy 32, e-mail: sekretariat@arbet.pl, tel. 94 3425236 (hereinafter referred to as the Controller).

#### **2. Purposes and legal basis of processing**

Your data is processed for the purpose of correspondence.

The legal basis for processing your personal data is Art. 6(1)(a), i.e. consent given by initiating a correspondence, and Art. 6(1)(f), wherein processing is necessary for purposes deriving from the legitimate interests pursued by the Controller, i.e. carrying out correspondence

#### **3. Period of personal data storage**

Personal data will be processed/stored for the period necessary to achieve the purpose of the processing (for which the correspondence is being carried out) or until you opt out of this form of correspondence.

#### **4. Data Recipients**

The Controller does not envisage the transfer of your data to entities other than those with whom the Controller has concluded personal data processing agreements (the IT company providing services necessary for the execution of correspondence). A separate group of entities to which the Controller may disclose data may be entities providing postal and courier services.

#### **5. Transfer of data to a third country**

Your data will not be transferred to third countries.

#### **6. Rights relating to the processing of personal data and automated decision-making**

You have the following rights in relation to the processing of personal data:

- 1) right of access to personal data
- 2) the right to demand the amendment of your personal data,
- 3) the right to request the deletion of your personal data when the processing does not take place in order to comply with a legal obligation,
- 4) the right to demand the restriction of personal data processing,
- 5) the right to object at any time
- 6) the right to withdraw consent to the processing of data at any time. The withdrawal of consent will not affect the lawfulness of processing carried out based on consent before its withdrawal.

To exercise the above rights, please contact the Data Controller.

#### **7. Right to lodge a complaint with an authority**

You also have the right to lodge a complaint with the data protection supervisory authority, i.e. the Head of the Personal Data Protection Office.

#### **8. Requirement to provide personal data**

Provision of personal data is voluntary, but necessary for correspondence to take place.

#### **9. Your data will not be subject to automated decision-making and will not be profiled.**