

Data Privacy Notice on e-mail correspondence with Dębowa Polska Sp. z o.o. Sp. kom.

Pursuant to the general data protection resolution 2016/679 – hereinafter referred to as „GDPR”, we hereby inform you about processing personal data included in the e-mail correspondence with Dębowa Polska Sp. z o.o. Sp. kom.

Personal Data Controller and Coordinator

1. Your personal data controller is Dębowa Polska Sp. z o.o. Sp. kom. with its registered office in Siedlec (64-212) at Wolsztyńska 56, tel.: +48 68 384 85 16, e-mail address: debowa@debowa.pl
2. The Controller has appointed the Data Protection Coordinator (DPC) who can be contacted via the following e-mail address: kod@debowa.pl.

Purposes and legal basis for processing

3. **The personal data you enter in the e-mail messages will be processed for the purposes of electronic correspondence, and to answer any questions or give relevant information, as well as to establish and pursue claims or defend against claims.** The legal basis for processing your personal data for the above-stated purposes is the Controller’s legitimate interest (art. 6 para. 1 f) of GDPR) concerned with handling the correspondence with you, pursuing claims or defending against claims.
4. If you request us to present you with a commercial offer, your personal data will be processed to send a suitable proposal pursuant to the art. 6 para. 1 b) of GDPR, that is to take actions at the request of the person who the data apply to before conclusion of the agreement.
5. If you are party to the agreement concluded with Dębowa Polska Sp. z o.o. Sp. kom., your personal data will be processed on the basis of the aforesaid agreement (art. 6 para. 1 b) of GDPR) to execute it properly (required communication for proper performance of the agreement/order).
6. If you are a reference person appointed by our Supplier, Business Partner or Client to perform the subject of the agreement, we will process your personal data on the basis of the Controller’s legitimate interest (art. 6 para. 1 f) of GDPR), that is communicating with regard to the concluded agreement or accepted order.

Data recipients

7. Your personal data can be received by entities that provide the Controller with IT services (software servicing, mailbox hosting service, server hosting service), legal or advisory services, insurance on the basis of relevant agreements, as well as entities authorised to receive your personal data on the basis of applicable rules of law.

Storage period

8. Your personal data will be processed for as long as the correspondence is kept, and for the period that arises from the connection between the correspondence and legal relationship, archiving obligations, pursuance of potential claims or other obligations arising from commonly applicable rules of law.

Rights of people

9. You have a right to do the following:
 - **access** your data and to receive a copy of these data (art. 15 of GDPR);
 - **demand rectification of** your personal data (art. 16 of GDPR);
 - **demand deletion of** data (art. 17 of GDPR);
 - **demand limitation of** data processing (art. 18 of GDPR),
 - **transfer data**, i.e. to receive personal data from the Controller in a structured and commonly used machine-readable format, to the extent that the data are processed for the purpose of concluding and executing the agreement in an automated manner (art. 20 of GDPR);
 - **object** to processing of your personal data on the basis of the legitimate interest (art. 21 of GDPR);
10. To exercise your rights, please make a request by sending an e-mail message to kod@debowa.pl or a traditional letter to the Controller’s head office address.
11. Every natural person has a right to lodge a complaint to the Head of the Personal Data Protection Office if they believe that personal data processing violates provisions of GDPR.

Required/voluntary data provision notice

12. Entering your personal data, i.e. first and last name and e-mail address, is voluntary, yet required to keep the e-mail correspondence. Entering other data in the correspondence is also voluntary and dependent upon the matter you contact Dębowa Polska Sp. z o.o. Sp. kom with.

Information on lack of profiling and lack of data provision out of EEA

13. Your personal data will not be subject to the automated decision-making process, including profiling, and will not be disclosed out of the European Economic Area.