

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA**

On 25 May 2018 Regulation of the European Parliament and of the Council (EU) 2016/679 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 (GDPR) entered into force. DOTI Spółka Jawna Manufaktura DM Mroczkowscy hereby provides information from which you can find out how we process your personal data and what are your rights in this regard.

### **Who is the data controller?**

DOTI Spółka Jawna Manufaktura D.M. Mroczkowscy with its registered office in Smolec, Starowiejska Street 39, 55-080 Kąty Wrocławskie (hereinafter referred to as the Company).

### **How to contact us in order to achieve further information on the processing of your personal data?**

On all matters relating to the processing of your personal data one may contact the Company at the following address: DOTI Spółka Jawna Manufaktura D.M. Mroczkowscy with its registered office in Smolec, Starowiejska Street 39, 55-080 Kąty Wrocławskie, e-mail: [doti@doti.pl](mailto:doti@doti.pl), phone: 0048 71 3168453

### **What is the purpose of and legal basis for the processing of your personal data?**

- a) personal data are processed to perform a contract, to which you are a party (e.g. sales agreement / services agreements), including:
  - ensuring performance of the contract and contacting in this regard by e-mail or phone;
  - handling complaints. In this case the basis for processing is Article 6 Paragraph 1 point b GDPR.
- b) personal data are processed for the legitimate interest pursued by the data controller for the purposes of:
  - marketing,
  - contact,
  - vindication of claims related to the agreement,
  - judicial, arbitration and mediation proceedings
  - analysis;
  - archival (evidence).

The basis for processing is Article 6 Paragraph 1 point f GDPR.
- c) personal data are processed in order to comply with a legal obligation to which the controller is subject, including:
  - ensuring accountability under law provisions;
  - performance of the obligations arising from decisions or judgments issued by competent authorities and institutions.

The basis for processing is Article 6 Paragraph 1 point c GDPR.

- d) personal data are processed in order to take steps by the data controller at your request, formulated prior to the entering into a contract, to which you will be a party (for example a sales contract).

The basis for processing is Article 6 Paragraph 1 point b GDPR.

**To whom your personal data are disclosed:**

The data will be disclosed to: service providers ensuring the functioning of technical and organizational arrangements, legal and business advisers, courier and postal companies, accounting and HR companies, companies that provide the IT services and institutions authorized by law.

**Transfer of personal data to third countries or international organizations:**

We do not transfer your data outside of the European Economic Area.

**For how long are we going to store your personal data:**

The period of personal data processing depends on the purpose for which the data has been collected and processed, as well as the content of law and the obtained consents or other declarations:

- a) in the case of processing of personal data on the basis of the consent - personal data will be processed until the consent of the data subject is withdrawn;
- b) in the case of processing of personal data in connection with the performance of the contract - personal data will be processed for the period in which claims related to this agreement may be vindicated but not longer than 10 years from the end of the year in which the agreement has expired;
- c) in the case of processing of personal data in connection with the request of the data subject to take steps formulated prior to the entering into a contract - personal data will be deleted immediately if the agreement is not concluded;
- d) in the case of processing of personal data under Article 6 Paragraph 1 point f GDPR (processing of personal data due to the legitimate interests pursued by the data collector or a third party) - personal data will be processed until the objection by the data subject has been made.

**What kind of rights do you have?**

Persons whose data is processed by the Company have the right to:

- a. access to your personal data, i.e. to obtain confirmation as to whether or not data are being processed; get information about the purposes of the processing, the categories of data being processed, recipients of personal data and information about your rights in relation to the data collector;
- b. demand immediate rectification and supplementing of personal data;
- c. demand erasure of personal data – if one of the ground set by Article 17 GDPR applies;
- d. obtain restrictions of processing of personal data;

- e. transmit data provided to the data collector;
- f. object to the processing of personal data pursuant to Article 6 Paragraph 1 point f GDPR (among other purposes of direct marketing, including profiling);
- g. lodge a complaint with the competent authority supervising the protection of personal data (the President of the Office for Personal Data Protection);
- h. if the processing of personal data is based on the consent given by the data subject, he or she has the right to withdraw that consent at any time.

**Do we process your personal data automatically (including profiling) in a way that affects your rights?**

The data collector does not process your personal data in an automated manner (including profiling).

**Where did we get your data from?**

We have received them from you in connection with the conclusion of the contract / the performance of the contract concluded between the entity of which you are the owner, in which you are a partner or person representing it and the Company, or in connection with the execution of the order for our contractor, or we have obtained it from publicly available sources.

**Is providing personal data obligatory?**

Providing your personal data is voluntary, however, unless the law prescribes them to be provided or when providing personal data is necessary for the performance of the agreement by the data collector. In the latter case failure to provide such necessary data will result in an inability to perform service or performance of the agreement.

**DOTI Spółka Jawna Manufaktura D. M. Mroczkowscy**

**55-080 Kąty Wrocławskie**

**Smolec, ul. Starowiejska 39**

**Polska**

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