

**1. Information about the Data Controller:**

**The Data Controller of your personal data is: Promar Marciniak spółka z ograniczoną odpowiedzialnością sp.k., established in Jarocin** at ul. Węglowa 28, 63-200 Jarocin, registered in the Register of Entrepreneurs of the National Court Register kept by the District Court Poznań-Nowe Miasto and Wilda in Poznań 9th Commercial Division of the National Court Register under the KRS number 421350 ('the Company').

**2. Contact Details:**

You can contact us by e-mail at the address: [promar@promarjarocin.pl](mailto:promar@promarjarocin.pl).

**3. Purposes of processing of the personal data and legal basis for the processing:**

We process your data for the following purposes:

- 1) Providing answers to all messages, questions or requests addressed to us and conducting further correspondence or contact before conclusion of the agreement (Art. 6 item 1 let. b of the GDPR);
- 2) In order to establish archives (evidences) to safeguard the information in the case of a legal need to demonstrate facts which is our legitimate interest (Art. 6 item 1 let. f of the GDPR);
- 3) Sending, by means of e-mail, up-to-date information concerning products and services of the Company, which is our legitimate interest [direct marketing of our own products or services (Art. 6 item 1 let. f of the GDPR)].

**4. Information about the recipients of your personal data:**

If necessary, we can transfer your personal data in order to give an answer to the received message. We will be transferring the data to the following groups:

- a) persons authorised by us, our employees and co-operators who have to have access to the data in order to fulfil their duties;
- b) data processors to whom we will commission such a task, e.g. to companies handling our ICT systems or providing us with ITC tools, companies providing advisory services for us;
- c) public authorities, if this results from an obligation imposed by the applicable legislation.

**5. Duration of storage of your personal data:**

Your personal data will be stored by us throughout a period necessary in order to handle the request, i.e. a period of correspondence justified by the type of request (however, no longer than for 6 months from the date of the end of correspondence). If the result of the conducted correspondence is conclusion of the agreement, we will be further processing your personal data in order to execute the agreement. If the cooperation is not established, your data will be removed by us.

**6. Your rights:**

In relation to the processing of your personal data, within the limits set out in the applicable legislation, you have the following rights:

- a) The right to access the content of your data, to rectify them, erase them or to have the processing restricted;
- b) The right of portability of your personal data;
- c) The right to request erasure of your personal data, except for a situation when their processing is necessary to fulfil a legal obligation imposed on us;
- d) The right to object against the processing of your personal data for purposes resulting from our legitimate interests;
- e) The right to lodge a complaint to the President of the Office for the Personal Data Protection when the processing of the personal data breaches provisions of the GDPR.

9. Provision of the personal data by you is voluntary; however, it is necessary in order to give you an answer to your request.

10. We do not transfer your data beyond the European Economic Area.

11. We do not profile your data.