

Information Note for Customers/Contractors

In accordance with the article 13 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, (Dz.Urz. UE L 119 z 04.05.2016). ZTS ArtGos S.A. inform you that:

1. The Administrator of your personal data is ZTS ArtGos S.A. with its seat at: Brzozow (36-200), Rzeszowska 20.
2. Contact with Data Protection Officer – odo@artgos.pl
3. Purpose of processing:
 - a. Article 6.1.b GDPR – deal making and performing a contract with the Administrator’s Contractors for the duration of the contract and post-contract settlements;
 - b. Article 6.1.c GDPR – performing Administrator’s legal obligations, for instance preparing or storing invoices and other accounting documents, responding to complaints for the period that the law requires the data to be kept;
 - c. Article 6.1.d GDPR – establishment, protection and enforcement of claims - for the period after which claims become time-barred; verification of payment reliability - for the period of time necessary to make such evaluation at the conclusion, extension or expansion of the contract; direct marketing - for the duration of the contract or to object, detect and prevent abuse and for the duration of the contract, and thereafter for the period after which claims become time-barred or for the duration of proceedings by the relevant public authorities;
 - d. In other cases, your personal data is processed on the basis of article 6.1.a GDPR, exclusively based on the previous consent to the extent and for the purpose specified in the content of the consent- for the period from the giving of approval until its withdrawal.
4. Recipients of Personal Data:
 - a. People employed by the Company, authorized to process data as part of their official duties;
 - b. IT service providers, including providers of software necessary for data processing or cloud systems where data is stored and service providers that service the flow of email;
 - c. Legal Service;
 - d. External Companies which provide the services of protection of property;
 - e. Entities which provide the collection services to the Administrator;
 - f. Entities which provide the correspondence and parcel delivery services to the Administrator;
5. Your personal data will be stored for the period of 5 years counted from the termination/expiration of the contract; personal data processed for the purpose of making settlements will be kept by the Administrator for the period of storage of accounting and tax records resulting from legal regulations; data processed for the purpose of asserting claims (e.g. in legal proceedings) will be kept for the period of the statute of limitations for claims, coming from regulations of the Civil Code;
6. You have the right to access, rectify, erase or restrict processing of your personal data and a right to object to processing as well as a right to data portability. Where you have given your consent to the processing of your personal data, you have the right to withdraw your consent at any time.
7. You have the right to lodge a complaint with the data protection supervisory authority, the President of the Office for Personal Data Protection (Prezes Urzędu Ochrony Danych Osobowych) based in Warsaw (00-193), Stawki 2, if you find that the processing of your personal data violates your rights, including the provisions of the GDPR.
8. Where the processing of personal data is based on the consent of the data subject, the provision of personal data by you to the Administrator is voluntary. However, when you make a contract the provision of personal data is voluntary but it is necessary for closing and fulfilling a contract.

Zakład Tworzyw Sztucznych ArtGos S.A.

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