
GDPR information clause

In fulfilling the obligation arising from 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, and repealing Directive 95/46/EC (General Data Protection Regulation "GDPR"), we hereby inform you about the principles of processing your personal data and your rights in this respect.

1. The controller of your personal data is KON-TUR spółka z ograniczoną odpowiedzialnością spółka komandytowa with its registered office in Woskrzenice Duże 132, 21-500 Biała Podlaska, NIP: 5372099859 REGON 030302663, entered into the Register of Entrepreneurs maintained by the District Court in Lublin Wschód in Lublin with its registered office in Świdnik, 6th Division of the National Court Register under the KRS number: 0001012251.
2. You can contact the Company's Data Protection Officer at the following e-mail address : RODO@kontur.info.pl or by phone: + 83 341 16 00 .
3. Your personal data may be processed for the purpose of:
 - conclusion and performance of a contract with the Company – pursuant to Article 6 paragraph 1 letter b of the GDPR (necessity to conclude and perform the contract);
 - fulfillment of obligations arising from tax law and ensuring occupational health and safety after concluding an agreement with the Company - pursuant to Article 6 paragraph 1 letter c of the GDPR (necessity to fulfill a legal obligation by the Personal Data Controller - the Company) and Article 9 paragraph 2 b of the GDPR (exercise of specific rights by the controller in the field of labor law);
 - the Company making your data available for contact purposes to the Company's contractors when concluding and performing contracts – pursuant to Article 6 paragraph 1 letter f of the GDPR (legitimate interest of the Personal Data Controller); the legitimate interest of the Company is the proper organization of the conclusion and performance of the contract with contractors;
 - ensuring proper discipline and organization by the Company in the performance of the concluded contract, e.g. by obtaining information about an interruption in the performance of the contract - pursuant to Article 6 paragraph 1 letter f of the GDPR (legitimate interest of the Personal Data Controller); the legitimate interest of the Company is to ensure the efficient functioning of the enterprise;
 - the Company's fulfillment of obligations arising from the GDPR, e.g. in the scope of creating registers and records - pursuant to Article 6 paragraph 1 letter f of the GDPR (legitimate interest of the Personal Data Controller); the legitimate interest of the Company is, for example, to have confirmation of compliance with this information obligation;
 - establishing, pursuing or defending against claims – pursuant to Article 6 paragraph 1 letter f of the GDPR (legitimate interest of the Personal Data Controller); the legitimate interest of the Company is the protection of the Company's property interest;
 - ensuring the proper use of the tools provided – pursuant to Article 6 paragraph 1 letter f of the GDPR (legitimate interest of the Personal Data Controller), including through e-mail monitoring and network traffic monitoring; the legitimate interest of the Company is the protection of the Company's property interests;
4. Providing all personal data is voluntary, however:

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- providing data such as: name and surname or company name, address of residence or registered office, appropriate identification number, bank account number – is necessary to conclude an agreement with the Company (without this data, the conclusion of the agreement will not be possible);
 - providing data such as: name and surname or company name, address of residence or registered office, appropriate identification number – is necessary after concluding the contract for the Company to fulfil its tax obligations and obligations in the field of occupational health and safety (without this data it will not be possible);
 - providing other data is a condition for the Company to pursue its legitimate interest.
5. Your personal data will not be used for automated decision-making, including profiling.
 6. Your personal data may be disclosed to our recipients such as entities providing document archiving services, entities conducting advisory activities, entities conducting auditing activities, law firms, insurers, banks, cloud solution providers, service companies, auditing companies, courier companies, printing companies, IT service providers; in addition, we may be obliged under the law to disclose your personal data to private and public entities.
 7. Your personal data will be stored:
 - for the duration of the contract – in the case of personal data processed for the purpose of concluding and performing the contract;
 - until the expiry of the limitation periods – in relation to personal data processed for the purpose of establishing, pursuing and defending claims;
 - until the expiry of the limitation periods – in relation to personal data processed for the purpose of fulfilling tax obligations;
 - until the expiry of the deadlines provided for by the relevant provisions – in relation to data processed on the basis of occupational health and safety regulations;
 - until an effective objection is raised or the purpose of processing is achieved – in relation to personal data processed on the basis of the legitimate interest of the Personal Data Controller, unless a different retention period is indicated;
 - for a period of 3 months from the date of obtaining the information, unless the information constitutes evidence in proceedings conducted pursuant to law or the Controller has become aware that it may constitute evidence in the proceedings – until the final conclusion of the proceedings – in relation to information obtained from e-mail monitoring or monitoring of user activity;
 8. You have the right to access your personal data, rectify it, delete it or limit its processing, object to its processing, and the right to transfer your data.
 9. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that your personal data is being processed unlawfully.