

## PRIVACY POLICY

We hereby inform you that we process personal data provided to us in connection with contact by email or telephone.

Such data are provided when you send us an email, use a contact form, request a telephone call, or submit an enquiry via any other communication channel. The data are processed for the purpose of contacting you, establishing potential cooperation, concluding a contract, and archiving correspondence. Detailed information is provided below.

### 1. Personal Data Controller

- The controller of your personal data is: **JS JARMEX spółka cywilna**, ul. Bartoszycka 17, 60-434 Poznań, REGON: 543286183, Tax Identification Number (NIP): 7812100267, website: [www.jarmex.net.pl](http://www.jarmex.net.pl).
- You may contact the Controller by email at [hr-rodo@jarmex.net.pl](mailto:hr-rodo@jarmex.net.pl) or by phone at **+48 722 03 77 88**.

### 2. Purposes and legal bases for processing

Personal data are processed for the following purposes:

- responding to an email enquiry or telephone call following your request for contact – the legal basis for processing is your consent resulting from initiating contact with us (Article 6(1)(a) GDPR);
- archiving incoming and outgoing correspondence where necessary to demonstrate its course, which constitutes the Controller's legitimate interest (Article 6(1)(f) GDPR);
- where contact results in the establishment of cooperation, concluding and performing a contract (Article 6(1)(b) GDPR).

### 3. Data recipients

We may disclose your personal data to our subcontractors, i.e. entities whose services we use in connection with the processing of personal data, in particular:

- accounting service providers;
- IT service providers.

### 4. Data retention period

Your personal data will be processed for the duration of communication with us. After this period, the data may be deleted or archived if the course of communication justifies such archiving, for example where it may be necessary to demonstrate the course of correspondence in the future. For this reason, it is not possible to indicate a specific date for the deletion of data (e.g. email or message content).

If contact results in the establishment of cooperation, the data will subsequently be processed for the purpose of concluding and performing a contract. In such case, the information obligation will be fulfilled separately in connection with further cooperation.

## **5. Rights related to data processing**

In connection with the processing of your personal data, you have the right to:

- access your personal data and obtain a copy thereof;
- rectify (correct) your personal data;
- erase your personal data, where there are no legal grounds for further processing;
- restrict the processing of your personal data, in particular where the data are inaccurate or processed without a valid legal basis;
- object to the processing of personal data based on the Controller's legitimate interest, on grounds relating to your particular situation, unless the Controller demonstrates compelling legitimate grounds overriding your rights or the data are necessary for the establishment, exercise or defense of claims;
- data portability, i.e. to receive personal data provided by you on the basis of consent or a contract in a structured, commonly used and machine-readable format, and to request that such data be transmitted directly to another controller where technically feasible;
- lodge a complaint with a supervisory authority, in particular with the President of the Personal Data Protection Office or another competent supervisory authority, if you believe that your personal data are processed unlawfully.

## **6. Exercise of rights**

To exercise your rights, please send your request to the following email address: [hr-rodo@jarmex.net.pl](mailto:hr-rodo@jarmex.net.pl)