



Information clause for the processing of personal data at Alplan Sp. z o.o. Sp. k.

On the basis of this data protection clause, we would like to inform all visitors to our website in a transparent manner about the type, scope and purpose of the personal data we collect, use and process and to instruct you about your rights.

The use of our website is generally possible without providing personal data. Personal data provided in the contact form is only used to contact you, at your express request, and will not be processed for any other purpose or shared with other parties.

In accordance with 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 (GDPR), we provide you with the following information related to the processing of your personal data:

Your Personal Data Controller is:

Alplan Sp.z o.o. Sp.k.

Ul. Pomorska 53
70-812 Szczecin

Tax Identification No. (NIP): 955-228-23-37
Business Registry No. (REGON): 320805003;
National Court Register No. (KRS): 00000583652

For matters concerning the protection of personal data at Alplan Sp. z o.o Sp.k., contact us at: email:

odo@alplan.com.pl.

Your personal data will be processed for the following purposes:

1. **conclusion and performance of the contract** – for the duration of the contract and post-contract settlement (legal basis: Article 6(1b) GDPR);

2. **performance of legal obligations incumbent on Alplan Sp. z o.o Sp. k.**, e.g:

- a) issuing and storing invoices and accounting documents,
- b) responding to complaints within the time and in the form prescribed by law.

Data needed to fulfil legal obligations will be used by Alplan Sp. z o.o. Sp.k.:

- ✓ for the duration of the performance of the obligations, invoicing, (legal basis: Article 6(1c) GDPR – legal obligation),
- ✓ for the period of time for which Alplan Sp. z o. o Sp.k. is obliged by law to store data, e.g. taxation – (legal basis: Article 6(1c) GDPR – legal obligation),

or

- ✓ for the period of time for which Alplan Sp.z o.o. Sp. k. may incur legal consequences for failing to comply with an obligation, e.g. receive a financial penalty from state authorities (legal basis: Article 6(1f) GDPR – legitimate interest of Alplan Sp. z o. o. Sp. k.),

3. for **direct marketing** – for the duration of the contract (legal basis: Article 6(1f) GDPR: legitimate interest of Alplan Sp. z o.o. Sp. k.),

4. for **internal purposes** of Alplan Sp.z o.o.Sp. k. – this includes, in particular, statistical reporting, marketing research, service development planning, development work in IT systems – for the duration of the contract and thereafter for no longer than the period after which claims arising from the contract become time-barred (legal basis: Article 6(1f) GDPR – legitimate interest of Alplan Sp. z o.o.Sp.k. or third parties),

5. for **implementation of training, authorisation and certification** (legal basis: Article 6(1f) GDPR – legitimate interest of Alplan Sp. z o.o. Sp. k).

Your personal data may be transmitted to:

1) **entities processing** data on behalf of Alplan Sp. z o.o. Sp.k., involved in the performance of activities of Alplan Sp. z o.o. Sp.k.:

- a) operating or providing IT systems and tools to Alplan Sp .z o.o. Sp.k.,
- b) subcontractors supporting Alplan Sp.z o.o. Sp.k in the performance of the contract,
- c) entities providing advisory, outsourcing, training, consulting, auditing services, legal, tax, accounting assistance to Alplan Sp.z o.o. Sp.k.,

2) **other data controllers** processing your data on their own behalf:

- a. entities cooperating in the organisation of training courses,
- b. entities carrying out postal or courier activities,
- c. payment operators (banks, payment institutions) for the purpose of making payments and refunds to you,
- d. debt buyers – if you do not pay our invoices on time,
- e. entities cooperating with Alplan Sp. z o.o. Sp.k. in handling accounting, tax and legal matters
– to the extent that they become data controllers,
- f. entities controlling the quality of the services provided,
- g. authorising entities.

Your personal data will not be transferred to a third country.

Your personal data will not be used for automated decision making, including profiling.

Your **RIGHTS** regarding your personal data:

Right to information (Article 15 GDPR).

At any time, you have the right to obtain information about which categories of personal data and which information regarding you we process and for what purpose we do so, as well as for how long and according to what criteria the data are stored and whether profiling is used in connection therewith. Furthermore, you have the right to find out to which recipients or categories of recipients your data have been or are still being disclosed;

Right to data rectification (Article 16 GDPR)

You have the right to request the immediate rectification of your personal data processed and, having regard to the purposes of the processing, the right to request the completion of incomplete personal data. If you would like to exercise your right to rectification, you can contact your Data Controller at any time at odo@alplan.com.pl to make the necessary correction.

Right to data erasure (Article 17 GDPR).

You have the right to request the immediate erasure of your data ('right to be forgotten'), in particular when data collection is no longer necessary, when you have revoked your consent to data processing, when your data is unlawfully processed or has been unlawfully collected and there is a legal obligation to erase the data under European Union or national law.

However, the right to be forgotten does not apply when there is a prevailing right of free expression or freedom of information, the collection of data is necessary to comply with a legal obligation (e.g. storage obligations) the erasure of data is not possible due to archiving obligations of the Data Controller or the collection of data serves the assertion, exercise or defence of legal claims.

Right to restriction of processing (Article 18 GDPR).

You have the right to request the restriction of the processing of your data when you dispute the accuracy of the data, the processing is unlawful, you refuse to erase your personal data and request the restriction of the processing instead, when the necessary purpose of the processing no longer exists or you have objected to the processing pursuant to Article 21(1) as long as it has not yet been established whether the legitimate interests on our part outweigh your interests.

Right to data portability (Article 20 GDPR)

You have the right to transfer your personal data, in a commonly used form, in order to transmit it without prejudice to another responsible entity, if, for example, there is consent on your part and the processing is carried out by automated procedure.

Right to object (Article 21 of GDPR).

You have the right to object at any time to the collection, processing or use of your personal data for the purposes of direct market and opinion solicitation or research and marketing (promotional) processing, unless we can provide convincing and compelling evidence regarding the processing that outweighs your interests, rights and freedoms.

In addition, you cannot exercise your right to object when a legal provision stipulates or obliges the collection, processing or use of such data.

Right to lodge a complaint with a supervisory authority (Article 77 GDPR)

You have the right to lodge a complaint with the competent supervisory authority if you believe that there has been a breach in the processing of your personal data.

Right to withdraw your consent in relation to the right to protection of your personal data (Article 7.3 GDPR).

You can withdraw your consent to the processing of your personal data at any time without stating a reason. This also applies to the revocation of declarations of consent given to us prior to the entry into force of the European Union Data Protection Regulation (GDPR).