

INFORMATION OBLIGATIONS OF THE CONTROLLER

for parties' representatives, contact persons and persons responsible for the performance of the contract

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council 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, hereinafter: Regulation), the Data Controller provides the following information:

Data Controller

"Roltec" sp. z o. o., ul. Święty Marcin 29/8, 61-806 Poznań. ("Company").

The Administrator's contact details The Administrator may be contacted

- personally: Żyłice 31 e, 63-900 Rawicz, Poland
- or by e-mail: biuro@roltec.pl
- by phone: +48 65 537 39 99
- in writing: Święty Marcin Street 29/8, 61-806 Poznań, Poland

Data Protection Officer

The appointed Data Protection Officer can be contacted via e-mail: iod@roltec.pl

Categories of data

The controller processes in particular the following categories of your personal data:

- identification data (e.g. name, surname, official position)
- contact data (e.g. telephone number, e-mail address).

The Administrator obtains your data source directly from your employer/employer.

Purposes of processing and legal basis of processing

The Administrator shall process your data in order to:

1. performance of the contract and obligations arising therefrom concluded by the Administrator with your employer/employer (legal basis: Article 6(1)(f) of the Regulation),
2. fulfilment of the Administrator's legal obligations in connection with the performance of its activities and the performance of the agreement (legal basis: Article 6(1)(c) of the Regulation),
3. to establish, assert or defend claims (legal basis: Article 6(1)(f) of the Regulation).

Period for which data will be stored

Personal data of persons who are representatives of the parties (as well as persons to contact the parties) will be stored:

1. in the scope of determining and asserting claims of your/your employer/principal or defending against notified claims - until the statute of limitations for potential claims arising from the contract or from any other title remaining in connection with the concluded contract,
2. within the scope of fulfilling the legal obligations incumbent on the administrator in connection with the conduct of its activities and in relation to the execution of the submitted application/conclusion of a contract - for the period in which the law requires the retention of records and the fulfilment of obligations towards your employer/principal arising therefrom, in particular
 - for tax documentation - for a period of 5 years counting from the end of the calendar year in which the deadline for tax payment expired,
 - for accounting documentation - for a period of 5 years counting from the end of the calendar year in which transactions, operations and proceedings pending in this regard were completed, paid off, settled or time-barred.

Recipients of data

For the purposes indicated above, your personal data may be made available by the Administrator to entities authorised to receive personal data on the basis of relevant legal provisions.

Profiling and automated decision-making

The controller will not make decisions based solely on automated processing of personal data.

Rights of the data subject

According to the Regulation, you have the right to:

1. to obtain confirmation as to whether your data are being processed by the Controller, as well as the right of access to your data (Article 15 of the Regulation),
2. rectification and completion of your data (Article 16 of the Regulation),
3. erasure of your data (art. 17 of the Regulation),
4. limitation of the processing of your data (Art. 18 of the Regulation).

You have the right to object at any time - on grounds related to your particular situation - to the processing of data concerning you in order to pursue the legitimate interests of the Administrator. In this case, the Administrator may process the data provided that he/she can demonstrate the existence of important legitimate grounds for the processing which override your interests, rights and freedoms or grounds for the establishment, exercise or defence of claims (Article 21(1) of the Regulation).

You also have the right to lodge a complaint to the President of the Office for Personal Data Protection in case there is a suspicion that the processing of your personal data violates the provisions on personal data protection.

Providing personal data processed by the Administrator is voluntary, however, it is necessary in order to undertake actions aimed at concluding or performing an agreement with your/your employer/principal.