

Information clause

Who is the administrator of your personal data?

The administrator of your personal data is Suncode Sp z o.o. [Ltd.], registered office in Poznań (60-519), 30 Kraszewskiego Street, with the assigned Tax Identification Number (NIP) 7792312568 (hereinafter referred to as the Company or the Administrator).

How to contact us for information about your and/or your client's personal data?

The Administrator may be contacted in writing at the above address or via e-mail at: **GDPR@suncode.pl**

How do we ensure the security of your and/or your client's personal data?

We take all physical, technical and organizational measures to protect personal data from accidental or intentional destruction, accidental loss, alteration, unauthorized disclosure, use or access, in accordance with all applicable laws.

What rights do you have with respect to the data we process about you?

You have the right to request from the Administrator: access to your personal data and to receive a copy of it; rectification (amendment) of your personal data; deletion of your personal data where the processing does not take place in order to fulfill an obligation arising from a legal provision; restriction of the processing of your personal data; raising an objection to the processing of your personal data; transfer of your personal data; lodging a complaint to the President of the Office for Personal Data Protection (contact details on the Authority's website at www.uodo.gov.pl) in case you consider that the processing of your personal data violates the regulations of the GDPR.

What is the purpose and legal basis for processing your personal data?

We process personal data to:

- to conclude and perform the contract (including for the purposes of contact, billing, and payment necessary for the performance of the contract) or to take action at your request in order to conclude the contract (**Article 6(1)(b) or Article 6(1)(f) of the GDPR** if you are contacted by an employee of the contractor). The provision of data is a contractual requirement and/or a condition for the conclusion of the contract, the provision of data is voluntary but necessary for the conclusion and performance of the contract,
- the archiving of data after the performance of the contract (under **Article 6(1)(c) GDPR** in relation to legal provisions and under Article 6(1)(f) GDPR for data stored in archives and security copies - the legitimate interest is to assert or protect against such claims and to ensure data integrity),
- fulfillment of legal obligations under, i.e., tax law, civil law, e.g., accounting and taxation, (**Article 6(1)(c)**),
- in the case of processing based on consent - for the purposes each time specified in the content of the consent (**Article 6(1)(a)**),
- to respond to a message, offer, or telephone request sent to us, to carry out actions requested by you, or to send you information if you have given your consent, if it is necessary before entering into a contract, or if we are required to do so by law (**Article 6(1)(a, b, or c)**),

Your personal data is or may also be processed on the basis of **Article 6(1)(f) of the GDPR**, if the processing is necessary for the following purposes resulting from the legitimate interests pursued by the Administrator:

- after-sales service, especially the processing and fulfillment of claims, conducting the debt collection process (the legally legitimate interest is the investigation and defense against claims),
- offering products and services, including direct marketing (the legitimate interest is to expand the range of buyers and improve customer relations),
- internal administration and organization of work, including conducting internal supervision and reporting (the legitimate interest is to ensure the optimal functioning of the company),
- ensuring the security of networks and IT processes (the legitimate interest is the protection of persons and property).

Who may be the recipient of your personal data?

We share or may share your personal data primarily with: a company providing accounting and office software, email or other companies providing maintenance or IT services (including companies providing servers), courier services, companies providing accounting and/or legal services.

The data is processed on the basis of a contract with us and only on our instruction. We do not share your data with any third parties for their own use - only for the tasks specified above. All partners who process your personal data ensure data security and fulfill all data protection obligations.

How long do we keep your personal data?

We keep your personal data only for the time necessary to achieve the purposes for which the data was collected or for the period specified by law. In relation to data processed on the basis of consent - until it is withdrawn. For data processed for the purpose of answering a question - for 1 year from the end of the correspondence. In other cases, it will be the period of the statute of limitations for claims or other periods prescribed by law.

How can we make decisions based on your personal data?

We do not make automated decisions based on your personal data, nor do we perform automated profiling on it.