GDPR INFORMATION NOTICE

(Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 – GDPR)

Data controller
The controller of your personal data is: **Poligraf Pro Sp. z o.o.** ul. Leszczynowa 48D/26, 80-175 Gdańsk, Poland, Tax ID (NIP): 5833569028, REGON: 54477497300000, e-mail: rodo@poligraf-pro.com.

Contact regarding personal data protection
For any matters related to the processing of personal data, you can contact us at: rodo@poligraf-pro.com or in writing at the controller's registered office address, marked "RODO" (GDPR).

Purposes and legal bases of processing
We process personal data for the following purposes:

- Concluding and performing a contract (including handling print orders) – legal basis: Art. 6(1)(b) GDPR;
- Fulfilling legal obligations (invoicing, accounting, archiving) – legal basis: Art. 6(1)(c) GDPR;
- Direct marketing of our own products and services (including a newsletter) – legal basis:
    - the controller's legitimate interest (Art. 6(1)(f) GDPR) – for traditional/telephone contact;
    - consent (Art. 6(1)(a) GDPR) – for electronic communication (e-mail, SMS).
- Establishing, pursuing or defending against claims – legal basis: the controller's legitimate interest (Art. 6(1)(f) GDPR).

Scope of data processed
Full name / company name, address, Tax ID (NIP), e-mail address, phone number, invoicing details and other data provided in an order or in correspondence.

Recipients of data
Data may be transferred to:

- entities providing services on our behalf (hosting, IT, couriers, accounting, debt collection),
- public authorities to the extent required by law.

Data retention period

- Contract-related data – for the duration of the contract and until the limitation period for claims expires (usually 3 years, and up to 5 years for tax-related claims).
- Marketing data – until you object or withdraw your consent.

Rights of the data subject
You have the right to:

- access your data and receive a copy of it,
- rectify your data,
- have your data erased (“the right to be forgotten”),
- restrict processing,
- object to processing (in particular for marketing purposes),
- data portability,
- withdraw your consent at any time (without affecting the lawfulness of processing carried out before its withdrawal),
- lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych), ul. Stawki 2, 00-193 Warsaw, Poland.

Providing personal data is voluntary but necessary to conclude and perform the contract. Failure to provide data will make it impossible to process the order.
Data will not be subject to automated decision-making, including profiling.