

Privacy Policy

PRIVACY POLICY & GENERAL INFORMATION about the processing of your personal data

Pursuant to Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, p. 1) - hereinafter referred to as GDPR - we would like to inform you that:

Whenever this information mentions the Personal Data Administrator, it means AEGIS - Przedsiębiorstwo Usługowe Grzegorz Rduch, Ul. H. Sienkiewicza 79, 44-310 Radlin, Contact email: grduch@gmail.com

- 1. Introduction.** This Privacy Policy outlines how we collect, use, and protect your personal information. By using our Service and contacting us via the contact form on the website or calendar feature or other available means, you consent to the practices described in this Privacy Policy.
- 2. Information we collect.** We collect and store the following types of information: Client Information: To provide our services, we may collect and store your email address, client identification data and numbers as well as legal names. Contents and/or files: You may share your contents and/or files with us for the purposes of enabling the provision of services. These contents and/or files may be accessed by us or our employees and/or subcontractors to fulfill your service requests.
- 3. Purpose and basis of processing.** The processing of your data is necessary to close and perform the contract to which you are a party or to take action at your request before concluding the contract. There may also be cases in which you will be asked to consent to the processing of personal data for a specific purpose and scope.
- 4. Data recipients.** We may share your personal data with the following categories of entities: employees and/or subcontractors, i.e. entities we use to process the data. A list of current subcontractors is available from us.
- 5. Transferring data to third countries or international organisations.** In relation to the processing of data for the purposes referred to herein, the recipients of your data may be entities which, on the basis of relevant contracts concluded with the PDA, process data on the PDA's instructions. Your data may also be transferred to third countries on the basis of separate legal regulations. A list of such countries is available from us.
- 6. Data Access, Storage and Processing.** Cloud Storage Services: We use cloud storage services to securely store, manage and process the contents and/or files you provide to us. Those services might have their own privacy policies which by using our service you accept. Your contents and/or files may be shared with our employees and/or subcontractors and accessed by them through cloud storage services as required for the purpose of concluding and/or executing the contract.

7. **Data storage period.** Your personal data will be stored only for the period necessary to fulfill the purpose for which the data was collected or within the period specified by the law of the Republic of Poland. Once the purpose for which your data was collected has been fulfilled, it may be stored only for archival purposes for the period specified in the law.
8. **Your rights.** You have the right to: access your data and receive a copy of it, rectify (correct) your data, delete data, limit data processing, object to data processing, transfer data, lodge a complaint with the supervisory authority, withdraw consent to the processing of personal data.
9. **Information about the requirement/voluntary nature of providing data.** Providing your personal data is necessary to process your enquiry, and/or close and/or perform a contract. If you do not provide us with your data, we will not be able to undertake the actions mentioned above.
10. **Changes to this Privacy Policy.** We reserve the right to modify or update this Privacy Policy at any time. Any changes will be effective upon posting on our website.
11. **Contact Us:** If you have any questions or concerns about this Privacy Policy, please contact us at grduch@gmail.com