

Depending on the content of the correspondence, your data will be processed for the purposes of conclusion and performance of the agreement to which you are a party, to fulfil the legal obligation of the controller, or where the processing is necessary for the purposes of legitimate interests carried out by the controller or by a third party, which may include in particular: direct marketing, protection of the interests of the controller against possible claims, and security of the data processed. If you have agreed to the processing of the data, they may also be processed for the purpose specified in the consent. If the data are processed for the implementation of a statutory obligation, their provision is mandatory. In all other cases it is voluntary, but necessary for the purpose of the processing.

The data will be processed for a period which depends on the purpose of the processing, and this may be in particular a period resulting from the law, the period of implementation of the services provided by the Controller, and for the period arising from the expiration of claims, consumer rights, for the period of recruitment in the case of a transmitted CV, for an unlimited period in the case of the processing for marketing purposes,

The data will not be made available to other entities, except where justified under the law. However, the data may be transmitted to other entities providing support in terms of administrative, technical and IT matters for the data controller. In particular, these may be entities administering IT systems, servicing IT hardware, providing transport of documents and electronic media, ensuring the destruction of documents and electronic media, and entities providing legal services. The transfer of data will be carried out on the basis of processing agreements, and processor may process them solely as instructed by the data controller, it being understood that they do not have the right to process such data for their own purposes.

You have the right of access to your personal data, to rectify them, to erase them or restrict the processing, the right to move the data and the right to object to the processing of the data. You have the right to submit a complaint to the supervisory authority, i.e. to the President of the Personal Data Protection Authority, in accordance with the information on <https://uodo.gov.pl/>.

More detailed information, including the information about your rights is available below.

EXPLANATION OF THE PRINCIPLES OF THE PROCESSING OF PERSONAL DATA AT DRUKARNIA DIMOGRAF SP. Z O.O.

1. PROTECTION OF PERSONAL DATA AND THE GDPR

On 25 May 2018, the EU regulation on the protection of personal data entered into force - the 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 (also referred to as the GDPR).

Drukarnia Dimograf Sp z o.o. attaches great importance to the protection of your personal data. Below we provide general explanations concerning the principles of processing of your personal data at Drukarnia Dimograf Sp z o.o and information about your rights.

The information on this website is not binding and its purpose is to explain your rights in the scope of personal data protection.

2. WHO IS THE DATA CONTROLLER

The controller is the entity which decides on the purposes and means of processing. In some cases the data controller is specified by law.

Drukarnia Dimograf Sp z o.o is the data controller in cases where it decides about the purposes and means of processing. In some cases, the controller for your data will be the entities which have entrusted the Company with their processing. This will happen, among others, when you participate in projects financed from the resources of the European Union.

The information provided below applies only to the cases where the controller for your data is Drukarnia Dimograf Sp. z o.o.

3. THE PURPOSES FOR WHICH WE PROCESS YOUR DATA

In every case, Drukarnia Dimograf Sp. z o.o. must have a basis for the processing of your data. Detailed information on the purposes and bases for the processing of data will be provided to you at the time when the data are collected, and if the data are not collected directly from the data subject, with the first correspondence, not later than within 30 days.

4. HOW LONG WE WILL STORE DATA

We will not store your data for longer than necessary for the purpose of the processing of the data. In each case when we collect data, we will inform you about the purpose for which the data will be processed and about how long we will store them.

5. TO WHOM WE DISCLOSE YOUR DATA

We attach special importance to the protection of your privacy. Your data will be made available to other entities only in the following cases:

1. If the obligation to provide them arises from the law. For example, we will have to provide your data at the request of a court, prosecutor or police.
2. We provide the data to other entities if it is necessary for the performance of the purpose of data processing, e.g., to send correspondence or carry goods.
3. If you agree to the provision of data, we will provide them as specified in the consent.

The data will also be disclosed to entities providing technical and administrative services to Drukarnia Dimograf Sp. z o.o. and to entities performing other services (these are referred to as the processors). These may be, for example:

- Entities administering the IT systems of Drukarnia Dimograf Sp. z o.o.
- Entities providing transport of documents.
- Entities destroying documents and IT media.
- Entities providing specialist support in training, consulting and legal matters.
- Entities providing specialist services for customers of Drukarnia Dimograf Sp. z o.o.

In each of these cases, the processor may process data only at the request of Drukarnia Dimograf Sp. z o.o., and its responsibilities are strictly specified in the agreement. Before the conclusion of the agreement, Drukarnia Dimograf Sp. z o.o. verifies whether the processor guarantees the protection of your interests.

6. RIGHTS OF THE PERSONS WHOSE DATA WE PROCESS

The General Data Protection Regulation (the so-called GDPR: <https://eur-lex.europa.eu/legal-content/EN-PL/TXT/?uri=CELEX:32016R0679&from=PL>) gives the possibility to exercise a number of rights to the persons whose data we process. Below we briefly describe these rights, we explain how to exercise them, and we indicate the cases where you will not have such rights.

THE RIGHT TO ACCESS YOUR DATA

Any person who submits a relevant request with us will obtain the information whether Drukarnia Dimograf Sp. z o.o. processes their personal data and additionally the following information:

- About the purpose of the processing of the data at Drukarnia Dimograf Sp. z o.o.
- About the categories of such data.
- Information about the recipients or categories of recipients of the data.
the "recipient" means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing
- About the period for which the data will be processed or the criteria for determining this period.
- About your rights.
- How to lodge a complaint with the supervisory authority.
- About where Drukarnia Dimograf Sp. z o.o. has your data from.
- Information about automated decision making, including profiling, if applicable.

You may also receive a copy of your data. You will receive the first copy of the data free of charge, but Drukarnia Dimograf Sp. z o.o. will charge for each subsequent copy.

Drukarnia Dimograf Sp. z o.o. may ask you to specify which data your request refers to. If the search for the data requires a disproportionate effort to find the personal data, Drukarnia Dimograf Sp. z o.o. will request you to provide information allowing those data to be found.

Drukarnia Dimograf Sp. z o.o. will not provide you with this information and data if the law requires it to keep such data secret or if their provision would harm the rights of other persons.

The procedure to exercise the right of access to data is described in sections 7-8.

THE RIGHT TO RESTRICT THE PROCESSING

You may exercise this right in the following cases:

1. If you contest the correctness of the data – Drukarnia Dimograf Sp. z o.o. will restrict the processing for a time which will allow it to check the correctness of the data.
2. If Drukarnia Dimograf Sp. z o.o. processed the data in breach of law, it should remove your data. Instead, you may request their processing to be restricted.
3. If Drukarnia Dimograf Sp. z o.o. wishes to erase your data because it no longer needs it, you may request restriction of their processing if you need them for the establishment, exercise or defence of legal claims. In this case, Drukarnia Dimograf Sp. z o.o. will request you to show that the data subject indeed requires them for that purpose.
4. If you object to the processing of data based on the public interest or legitimate interests (you will be informed about the basis of the processing when the data are collected), until it is determined

whether the legitimate bases on the part of the Company take precedence over the grounds for the objection.

If the processing is restricted, Drukarnia Dimograf Sp. z o.o. will not perform any operations and will only be storing the data. However, Drukarnia Dimograf Sp. z o.o. will be able to perform other operations in the following situations:

1. If you consent to this.
2. For the establishment, exercise or defence of legal claims.
3. For the protection of the rights of another natural person.
4. On important grounds of public interest of the European Union or of a Member State.

You will not be able to exercise this right if other provisions stipulate its restriction.

The procedure to exercise the right of restriction of processing is described in sections 7-8.

THE RIGHT TO HAVE THE DATA AMENDED OR COMPLETED

If your data are incorrect or incomplete, you have the right to request their amendment or completion.

The procedure to exercise this right is described in sections 7-8.

THE RIGHT TO HAVE THE DATA ERASED

This right is also referred to as the right to be forgotten. You have this right in the following cases:

1. Personal data are no longer necessary for the purposes for which they were collected or otherwise processed. Please note that in this case Drukarnia Dimograf Sp. z o.o. should erase your data even if you do not submit a request to exercise this right.
2. The data subject has withdrawn the consent which provided the basis for the processing and there is no other legal basis for the processing. Please note that if the consent is withdrawn, Drukarnia Dimograf Sp. z o.o. should discontinue the processing even if you do not submit a request to exercise this right.
3. The data subject objects to the processing of personal data which concern them:
 - a) for reasons connected with their particular situation – to the processing of personal data which concern them based on the public interest or legitimate interests and there are no overriding legitimate bases for the processing,
 - b) to the processing of personal data for the needs of direct marketing.Please note that Drukarnia Dimograf Sp. z o.o. should discontinue the processing even if you do not submit a request to exercise this right.
4. Personal data were processed in breach with the law. Please note that in this case Drukarnia Dimograf Sp. z o.o. should erase your data even if you do not submit a request to exercise this right.
5. Personal data must be erased in order to comply with the legal obligation specified in the Union or Member State law applicable to the controller. Please note that in this case Drukarnia Dimograf Sp. z o.o. should erase your data even if you do not submit a request to exercise this right.
6. Personal data were collected in the context of the offering of information society services referred to in Article 8(1) of the GDPR.

Contrary to the information provided by media, this right has a complementary nature and you will be able to exercise it if Drukarnia Dimograf Sp. z o.o. fails to comply with its obligation to discontinue the processing of data.

The procedure to exercise the right to have the data erased is described in sections 7-8.

THE RIGHT TO OBJECT

You have the right to object only where the data are processed under Article 6(1)(e) or (f) of the General Data Protection Regulation.

In accordance with the GDPR, processing is lawful only in the cases where – and to the extent that – at least one of the following applies:

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;*
 - b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;*
 - c) processing is necessary for compliance with a legal obligation to which the controller is subject;*
 - d) processing is necessary to protect the vital interests of the data subject or of another natural person;*
 - e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;*
 - f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.*
- Point (f) does not apply to processing carried out by public authorities in the performance of their tasks.*

This right may be exercised by a person due to its particular situation, therefore if you object to the processing of data, Drukarnia Dimograf Sp. z o.o. asks you to describe the particular situation which provides the grounds for that objection.

If the data are processed for the performance of legitimate interests which are direct marketing, after receiving the objection, Drukarnia Dimograf Sp. z o.o. will immediately discontinue the processing of data for that purpose.

In order to be able to demonstrate that data are processed lawfully, the Company will process information about any submitted objection, such as the date of its submission, the data identifying the person who submitted the objection (such as name, surname, identity card number), description of the situation, scope and basis for the processing of data to which the objection relates

The procedure to exercise this right is described in sections 7-8.

THE RIGHT TO HAVE THE DATA MOVED

This right may be exercised in relation to the data processed in the IT systems, if the data are processed on the basis of a consent of the data subject or under an agreement. This right applies only to the data provided by the person or collected from the person.

The procedure to exercise this right is described in sections 7-8.

7. HOW YOU CAN EXERCISE YOUR RIGHTS

In order to exercise e.g. the right to have the data amended or completed, you may directly contact the staff member of Drukarnia Dimograf who is your contact person or you may use the telephone number: +48 33811 81 61 or email: info@dimograf.com

In each case you may submit a request by mail to the following address: Drukarnia Dimograf Sp. z o.o., ul. Legionów 83, 43-300 Bielsko-Biała.

If you submit the request via email, Drukarnia Dimograf Sp. z o.o. will first have to confirm your identity and may ask you to submit the request by another channel or to appear in person.

8. WITHDRAWAL OF CONSENT

If your data are processed on the basis of consent, this may be withdrawn at any time. In this case, Drukarnia Dimograf Sp. z o.o. will no longer process your data which were processed on the basis of consent.

Withdrawal of consent will not affect the previous processing operations. For example, if you express your consent to provide the data to another person, withdrawal of the consent will not affect the data that have already been provided.

After withdrawal of consent, Drukarnia Dimograf Sp. z o.o. will continue to process the information about the expression and withdrawal of this consent.

The information about withdrawal of the consent may be submitted in the same way as it was expressed. A staff member of Drukarnia Dimograf Sp. z o.o. will provide detailed information. Telephone: +48 33 811 81 61

9. WHERE TO OBTAIN ADDITIONAL INFORMATION

A staff member of Drukarnia Dimograf Sp. z o.o. will provide additional information. Telephone: +48 33 811 81 61

10. THE RIGHT TO LODGE A COMPLAINT

You have the right to lodge a complaint with the supervisory authority. Detailed information on how to lodge a complaint is available on the website of the President of the Personal Data Protection Authority.

<https://uodo.gov.pl>