

INFORMATION ABOUT PERSONAL DATA PROCESSING

I. Who is your personal data controller?

The controller of your personal data is Paweł Gwardys, conducting business activity under the company name Passage Cosmetics Laboratory, Paweł Gwardys, NIP: 7280128459, REGON: 471405479, having its registered premises in Gałków Duży, 95-041 Główna 1 (hereinafter referred to as the Controller).

II. The personal data shall be processed in accordance with the rules of law, in particular with the Data Protection Act of 10 May 2018 and General Data Protection Regulation (Official Journal of the European Union L 2016.119.1 of 4 May 2016) in order to provide you with services and cooperate with you and for the period of providing you with services and cooperation with you.

III. What is the legal basis for data processing and the storage period?

1. The legal basis for personal data processing by the Controller is:

- a) Article 6 (1) (a) of the GDPR, i.e. the obtained consent to personal data processing
- b) Article 6 (1) (b) of the GDPR, i.e. the performance of a contract or taking steps at the request prior to entering into a contract
- c) Article 6 (1) (c) of the GDPR, i.e. compliance with a legal obligation to which the Controller is subject

2. Personal data shall be stored:

- a) until the expiration of the obligation to store data, which results from the legal regulations, including the obligation to store accounting documents
- b) until the withdrawal of the consent, if such consent was given before
- c) until expiry of the statute of limitations in case of a possible need to prove that the data was processed in a proper way

IV. Who are the recipients to whom the personal data can be disclosed?

1. Your personal data can be disclosed to:

- a) entities providing us with advisory services, legal aid, tax and accounting support as well as payment institutions
- b) entities providing us with services related to IT and programming support
- c) postal operators and courier companies to the extent necessary to provide us with the services

2. We do not transfer personal data outside the European Economic Area.

V. What rights do you have?

1. At any time you have the right to demand from the Controller:

- a) access to your personal data
- b) rectification of the personal data
- c) erasure of the personal data
- d) restriction of processing of the personal data

2. You also have the right to:

- a) object at any time to the processing of personal data
- b) withdraw your consent at any time, the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal
- c) bring an action to the supervisory authority – the President of the Office for Personal Data Protection – if you think that the processing of your personal data infringes the law

3. You may exercise all of the aforementioned rights by means of:

- a) sending a letter to the address: ul. Główna 1, 95-041 Gałków Duży
- b) electronic mail: office@passage.com.pl

4. After receiving your objection, your personal data shall no longer be processed, unless provision is made to the contrary.

VI. How is your personal data protected?

1. We would like to inform you that the personal data is processed in a safe manner and in compliance with the Provision of Services Regulations as well as with the legal regulations, including GDPR.
2. We make every effort to implement all possible physical, technical and organisational measures in order to protect the persona data from accidental or unlawful destruction, loss, alteration, unauthorized disclosure, use or access, in accordance with all applicable legislation.