

INFORMATION ON THE PROCESSING OF THE PERSONAL DATA FOR THE PURPOSES OF CONDUCTING CORRESPONDENCE, INCLUDING REPLYING TO MESSAGES SENT THROUGH THE CONTACT FORM

Your Data Controller is Comtegra S.A. with registered office in Warsaw, ul. Puławska 474, 02-884 Warsaw, Poland (hereinafter referred to as: Company, Comtegra).

For what purpose and on what basis Comtegra will process personal data?

Your personal data will be processed for the purpose of correspondence, including answering to the inquiry sent via the contact form, based on:

- Article 6(1)f GDPR – processing is necessary in order to implement the legitimate interest of the data controller, which is to answer questions asked via the contact form, as well as to promote own products and services and encourage cooperation;
- Article 6(1)b GDPR - if the correspondence leads to the conclusion of the contract, your personal data is processed in order to take steps prior to the conclusion of the contract;
- Article 6(1)a GDPR - if you provide additional personal data in the contact form (name, surname, address, company name, company address, position, additional contact details - telephone number or e-mail address), they will be processed in order to prepare an offer/reply more tailored to your needs.

Comtegra will transfer your personal data to other entities entrusted with the processing of personal data in the name and on behalf of Comtegra. In addition, Comtegra will share your personal data with other recipients, including public authorities and entities performing public tasks or acting on behalf of public authorities, provided such obligation arises from the provisions of law.

Your data will not be transferred to third countries or international organizations.

For what period of time will Comtegra process the data?

If the correspondence does not end with the conclusion of the contract, your personal data will be processed for a period of one year from the last contact, and in case of data processing is based on your consent - for a period of one year from the last contact or until the consent to processing is withdrawn.

What are the rights of the data subject?

You have the right to:

- access your personal data and to receive copies of personal data being processed;
- rectify your inaccurate personal data;
- claim data erasure (right to be forgotten) in cases referred to in Article 17 GDPR;
- obtain restriction of personal data processing in cases referred to in Article 18 GDPR;
- object to data processing in cases referred to in Article 21 GDPR;
- transfer the data provided, processed in an automated manner.

If you believe that your personal data is being processed unlawfully you may lodge a complaint with the supervisory authority - Personal Data Protection Office, ul. Stawki 2, Warsaw.

Contact

Should you need any additional information related to the protection of personal data or would like to exercise your rights, please contact our Data Protection Officer: Piotr Janiszewski, e-mail: iod@comtegra.pl.