

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSES OF ORGANIZING AND CONDUCTING PAID TRAININGS**

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 in order to prepare and implement a training service, including for the purpose of issuing a training certificate, on the basis of:

- Article 6(1)b GDPR - processing is necessary for the preparation and implementation of a contract for the training service;
- Article 6(1)c GDPR - processing is necessary for the administrator to fulfill his legal obligations related to tax settlements;
- Article 6(1)f GDPR - processing is necessary to implement the legitimate interests of data controller, such as the preparation of attendance list of training participants, preparation of IDs for participants, as well as the implementation of possible civil law claims and defense against such claims.

Comtegra will transfer your personal data to other entities entrusted with the processing of personal data on behalf of and for the benefit of the Company. 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?**

Your personal data will be processed for a period of 6 years from the date of training.

### **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](mailto:iod@comtegra.pl).

