

## **Information obligation for the application form** **legalniewpolsce.com.pl**

The administrator of your personal data is Grupa IK sp. z o.o. with its registered office in Warsaw, al. Jana Pawła II 27, NIP: 6793070782.

The Administrator can be contacted in writing via postal mail at the address: Grupa IK sp. z o.o, al. Jana Pawła II 27, 00-867 Warsaw, via e-mail: [biuro@grupaik.pl](mailto:biuro@grupaik.pl) or by telephone at: 12 290 22 44.

Your personal data in the form of (name, surname, telephone number and e-mail) will be processed in order to:

- 1) concluding and performing the contract or taking other actions at your request prior to entering into a contract with us (legal basis: Article 6(1)(b) of the RODO),
- 2) performing billing/payments for services (legal basis: article 6(1)(b) and (f) of the RODO),
- 3) to fulfil tax and accounting obligations and other legal obligations incumbent on the Administrator (legal basis: Article 6(1) lit. c RODO),
- 4) receive commercial information from us regarding the products or services we offer products or services from us - solely on the basis of your consent (Article 6(1)(a) RODO),
- 5) to conduct by us or by third parties acting on our behalf marketing our products or services directly (legal basis Article 6(1)(f) RODO),
- 6) the possible establishment or assertion of claims or the defence against claims (legal basis: Article 6(1)(f) RODO);

The provision of personal data is voluntary, but if you do not provide us with the personal data which we deem necessary, we will not be able to take action on your request, enter into a contract with you, provide you with to you, provide you with our services, send you the requested commercial information or correspond with you - without your personal data it will not be possible to fulfil these purposes.

without your personal data, it will not be possible to fulfil these purposes.

Recipients of your personal data will only be entities authorised under the based on the provisions of law, including the National Tax Administration or other state authorities.

state authorities. Your personal data will also be made available to banks in which the Administrator holds bank accounts.

where the Administrator holds bank accounts.

Your data may be forwarded to entities processing personal data to entities processing personal data on behalf of the Administrator, e.g. IT service providers, entities providing accounting, HR and payroll services, legal and advisory services, and other entities processing data for the purposes determined by the Administrator.

However, such entities process data solely on the basis of a contract with the Administrator.

Your personal data will be processed for the duration of the contract and thereafter:

1) for tax and accounting purposes - for a period of 5 years counting from the end of the year

calendar year in which the deadline for payment of tax expired,

2) for the purposes of possible establishment or assertion of claims or defence against claims - for a period of 3 years from the termination of cooperation/performance of the contract, and in the case of a pending proceeding until the time in the case of pending proceedings, until their final conclusion and until the statute of limitations for claims.

3) until you withdraw your consent if the processing of certain categories of personal data personal data is carried out on the basis of the consent given to us.

In relation to the processing of your personal data, you have the right to:

access to the content of your personal data, to receive a copy of your personal data, rectification of personal data, erasure of personal data, restriction of

processing of your personal data, to the portability of your personal data, to object

to the processing of personal data, to withdraw consent to the processing of personal data at any time without affecting the lawfulness

of the processing that was carried out before its withdrawal.

The rights can be exercised by contacting the Administrator at.

[biuro@eiodo.com.pl](mailto:biuro@eiodo.com.pl).

You have the right to lodge a complaint with the President of the Data Protection Authority Personal Data Protection if it is justified that your personal data is being processed by the controller contrary to the provisions of the RODO.

Your personal data will not be processed by automated means, including including in the form of profiling.

Your personal data will not be transferred to international organisations

international organisations, however, they may be transferred to third countries (including the USA) through the Administrator's use of tools of companies based or branches outside the EU.