

Information Clause - Representative

General information.

The information presented in this document is a fulfillment of the information obligation in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (hereinafter Regulation, GDPR).

This document is a general statement of the applicable principles of personal data processing. For details, please refer to the corresponding Information Clause.

Purpose and scope.

The document applies to natural persons who are representatives of the Controller's contractors and constitutes the fulfilment of the information obligation specified in Articles 13 and 14 of the Regulation.

Information about the Controller.

The Controller of personal data is DesignWays Conf limited liability company (DesignWays Conf sp. z o.o.) with its registered seat in Kraków (zip code: 31-539) at Powstania Warszawskiego 15, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court for Kraków-Śródmieście in Kraków, XI Division of the National Court Register under the following KRS number: 0000774156, having the following tax identification number NIP: 6772442132

Contact the Controller:

- written correspondence: DesignWays Conf sp. z o.o.; Powstania Warszawskiego 15; 31-539 Kraków; Poland.
- electronic correspondence: hello@waysconf.com or other contact addresses and forms form the website <https://www.waysconf.com/contact>

Information about the Data Protection Officer.

The Controller has not appointed a Data Protection Officer.

Information about purposes of personal data processing.

PURPOSE OF PROCESSING	LEGAL BASIS OF PROCESSING	PERIOD OF PROCESSING
Exercise or defence of legal claims.	Legitimate interest (art. 6(1) (f) GDPR).	For the duration of the maturity of possible claims.
Handling of notifications and correspondence.	Legitimate interest (art. 6(1) (f) GDPR).	For the duration of the maturity of possible claims.

PURPOSE OF PROCESSING	LEGAL BASIS OF PROCESSING	PERIOD OF PROCESSING
Implementation of the company's record-keeping responsibilities.	Obligation under the law (Article 6 (1)(c) GDPR)	For the period required by law in connection with the maintenance of company records.
Implementation of the legal obligations.	Obligation under the law (Article 6 (1)(c) GDPR)	For the period of the statute of limitations for tax obligations.
Marketing activities.	Consent (art. 6(1)(a) GDPR).	Until consent is withdrawn.
Performance of the contract with the Contractor.	Legitimate interest (art. 6(1) (f) GDPR).	For the duration of the maturity of possible claims.

Information about recipients of personal data.

Personal data may be shared with trusted cooperating entities, only for the purposes of fulfilling the purposes of processing, providing services or exercising the rights of data subjects.

Personal data may be made available to data recipients authorized by law, only to the extent and for the purpose of exercising their right under the law.

Information about exercise of data subjects rights.

We provide all possible and available technical and organizational measures so that data subjects can exercise their rights without hindrance. Therefore, please send all notifications and requests for the exercise of rights to the Data Protection Officer.

In justified cases, for the sake of making a correct identification of a person, we may ask for additional information or provide the necessary documents to prove identity.

Right to freely express or withdraw consent to data processing.

Every data subject has the general right to freely give or withdraw consent to the processing of personal data. Where personal data is processed on the basis of consent given, we will provide the opportunity to withdraw it at any time.

The withdrawal of consent will have immediate effect from the moment of this action and will not affect the processing that took place before the withdrawal.

The withdrawal of consent does not entail any negative consequences, however, it may prevent further use of the offered products, services or prevent or limit access to information.

Right of access to personal data.

Each data subject has a general right of access to the personal data provided. This right is exercised primarily on the basis of a submitted request.

The data subject may also receive copies of the information we hold. In this case, we will provide a copy of the personal data in a structured, commonly used, machine-readable format. There is no charge for the preparation, processing and issuance of the first copy of the data.

In the case of subsequent requests, we may charge a fee based on the cost of preparing, processing and delivering this data. In this case, we will inform you of the amount of the fee prior to the preparation of another copy of the data.

Right to rectify personal data.

Each data subject has a general right to rectification (amendment) of personal data. We exercise this right primarily on the basis of the notification sent.

Right to delete personal data.

Every data subject has a general right to request the erasure of his or her personal data. This right is exercised on the basis of an explicit request for erasure communicated to us.

Any data subject shall exercise the right to erasure if:

- personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
- consent on which the processing is based has been withdrawn and there is no other legal basis for further processing;
- personal data was processed unlawfully;
- personal data must be erased in order to comply with a legal obligation under Union or member state law.

However, the exercise of the right to request erasure of personal data may be limited if the processing is necessary to fulfill a legal obligation or to establish, assert or defend claims.

Right to restrict processing of personal data.

The data subject has the right to request the restriction of processing of personal data. We exercise this right on the basis of an explicit request for the restriction of processing, together with reasons, communicated to us.

The data subject may exercise the right to restrict the processing of personal data:

- if the accuracy of the personal data provided is questioned - for a period of time that allows us to verify the accuracy of the questioned data;
- if the processing of personal data is unlawful, but you object to the erasure of your personal data;
- if the personal data we process is no longer necessary for the purpose for which we processed it, but is needed by the data subject to establish, assert or defend against claims;
- if the data subject objects to the processing of his or her personal data due to a special situation that has been identified in the data protection legislation.

Right to object of processing of personal data.

Every data subject has a general right to object to the processing of personal data. We exercise this right on the basis of an explicit objection to the processing of personal data communicated to us.

Each data subject shall exercise the right to object to the processing of personal data in situations where the processing is carried out in connection with the exercise of our legitimate interests - such as the marketing of our own products and services.

Right to portability of personal data.

Any data subject has a general right to request the transfer of personal data to another Controller. However, for security reasons and in the absence of standards related to data transfer, we may not have the technical ability to carry out this request. In accordance with our policies, we may provide a copy of the personal data based on the request.

Right to complaint to supervisory authority.

Any data subject has a general right to complaint related to the processing of personal data with the competent supervisory authority for the processing of personal data.

We guarantee that you can exercise your rights under the law on the processing of personal data. To avoid unnecessary disputes, we encourage you to contact the Data Protection Officer directly before filing a complaint with the supervisory authority.

Restrictions related to exercise of personal data subject rights.

The rights indicated above and the manner in which they are exercised may be subject to restrictions in justified cases. This will be the case if the restriction is due to the obligations indicated in the law, to which we are obliged, or is a direct result of the legal basis for data processing. In such a case, we will provide appropriate information with the reasons for our decision.

Information about obligation to provide personal data.

Provision of personal data is required in order to properly identify the data subject and to fulfill the indicated purposes of processing.

Information about automated decision-making.

With respect to data subjects, in connection with the fulfillment of the indicated purposes of processing, no automated decisions will be made that may affect the individual situation of the data subject.

Information about profiling.

No profiling activities will be undertaken with respect to data subjects in connection with the fulfillment of the indicated purposes of processing.

Information about transfer of personal data outside the European Economic Area.

As a general rule, we do not transfer personal data outside the European Economic Area. However, for technical and technological reasons, where appropriate, we may use services to support our operations offered by providers outside the European Economic Area and using ICT infrastructure located outside the European Economic Area.

In this case, we will ensure that appropriate technical and organizational security measures are applied in connection with the transfer of personal data outside the European Economic Area.

Rules for changing and updating the document.

According to our needs and applicable privacy principles, we may change, supplement and adapt this Information Clause at any time.

We will inform you of any changes by posting appropriate information on the web pages.