

Privacy Policy

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.

This document applies to all individuals whose personal data is processed by the Controller in connection with the conduct of business and fulfills the information obligation indicated 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 from 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.

The personal data that we collect and process in the course of our business may be processed for various purposes that we strictly define.

The purposes of personal data processing may be tailored and presented within a specific process or business context related to the activities we carry out.

For more detailed information, please refer to the relevant documents and Information Clauses, which we post on our websites or provide directly each time in the process of obtaining personal data.

Information about methods of personal data processing.

We process personal data manually, through authorized persons, and in a partially or fully automated manner using computer information systems.

The use of appropriate techniques and means for processing personal data depends on the requirements and possibilities of the manner in which the data processing is carried out.

Information about methods of obtaining personal data.

The personal data of which we are the Controller are obtained by us directly from the persons to whom they relate or indirectly from other persons or entities.

We process this data mainly using information systems in an automated manner, and in the case of acquisition via paper documents also in a manual manner.

The personal data that we acquire may include various categories of personal data necessary for a particular process or purpose of personal data processing.

Whenever we acquire your personal data, we will inform you in detail, through appropriate information clauses, about all aspects related to the processing of personal data collected for the purpose of carrying out a particular process, activity or purpose of personal data processing.

Personal data obtained directly.

We obtain personal data directly mainly in the process of collecting documents, sending electronic forms, forwarding emails or written correspondence. Personal data collected in this way mainly includes data declared by the subject.

Personal data obtained indirectly.

We obtain personal data indirectly mainly in the process of collecting information about potential customers, collaborators or persons representing entities that may be interested in establishing business relations. Personal data collected in this way mainly includes data published on the World Wide Web as contact information and data published on information society services (social networks) of a business nature.

Personal data obtained automatically.

We acquire personal data indirectly mainly when you use our websites. In doing so, we primarily acquire data provided by your web browser or the device you use to connect to the Internet. This data primarily relates to how you use our websites and is used by us to monitor your interest in our products and offers, to improve the solutions used, or to tailor the content and offers of our products and services. This information may relate to the IP address of your connection to the Internet, the type of Web browser, the type of operating system, the time you spend on our websites, the offers you view and select.

Information about the legal bases for processing personal data.

The legal bases for processing personal data are always linked to and aligned with the purposes of data processing. Each time we collect personal data, we will indicate the purposes of personal data processing that we intend to carry out and the related legal bases.

We may process your personal data primarily on the basis of your consent, in connection with taking steps to enter into a contract, in connection with the performance of a contract, in connection with the performance of legal obligations or on the basis of legitimate interest.

More detailed information on this subject can be found in the relevant documents and information clauses which we post on our websites or provide directly each time in the process of obtaining personal data.

Information about the period of processing of personal data.

The period of personal data processing results from the purpose for which the data was collected and for which it is processed, as well as the legal basis for its processing.

Personal data processed based on the expressed consent are processed by us until the consent is withdrawn or an objection is raised to further processing, and after this period they are deleted or anonymized.

Personal data processed in connection with the implementation of activities aimed at concluding a contract are processed by us for the period of carrying out these activities or until an objection to further data processing is raised and recognized, and after this period only to the extent necessary to fulfill the obligations arising from legal provisions. and in connection with possible claims or defense against claims. and after this period, they are deleted or anonymized.

Personal data processed in connection with the implementation of the contract are processed by us for the duration of the contract to the extent necessary for its proper implementation, and after this period only to the extent necessary to fulfill obligations arising from legal provisions and in connection with possible claims or defense against claims and after this period they are deleted or anonymized.

Personal data processed in connection with the fulfillment of obligations arising from the provisions of applicable law are processed by us for the period indicated or resulting from these legal provisions to the extent necessary for their proper implementation, and after this period they are deleted or anonymized.

Personal data processed in connection with the implementation of our legitimate interest are processed by us for the period necessary to achieve a specific purpose or until an objection to such data processing is raised and recognized, and after this period they are deleted or anonymized.

More detailed information on this subject can be found in the relevant documents and information clauses that we post on our websites or make available directly each time in the process of obtaining personal data.

Information about recipients of personal data.

Personal data is shared primarily with our employees in accordance with the powers and authorizations they must ensure the proper handling of the data processing carried out, and within the necessary time and scope.

Our employees have been trained in the applicable principles of personal data processing and the applicable laws on the principles of personal data processing and protection and have been obliged to keep this information confidential.

In justified cases, personal data may also be shared with trusted cooperating entities, only for the purposes and to the extent necessary to fulfill the Controller's duties or powers.

Personal data may also be shared with our experts and lawyers, in situations where this is necessary to carry out the tasks of the data subject requests as provided by law and internal procedures.

More detailed information on this subject can be found in the relevant documents and information clauses which we post on our websites or provide directly each time in the process of obtaining personal data.

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 our electronic office address or physical office address.

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.

Submitting requests to exercise the data subject rights.

All requests related to the exercise of the rights of data subjects should be reported directly to the Controller, in a situation where we process personal data as a Processor, i.e. on behalf of another Controller of personal data, we will provide the requesting person with appropriate information in this regard.

Right to freely express or withdraw consent to data processing.

The data subject has the right to freely express or withdraw his or her consent to the processing of personal data. Where personal data is processed based on the consent given, we will provide the possibility to withdraw it at any time either automatically through the mechanisms provided or manually on the basis of an appropriate request sent to us in accordance with the communication rules indicated.

Personal data may also be processed by us based on a legitimate purpose such as, among others, marketing of our own products and services. In this case, we also allow you to object to such processing.

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 you from continuing to use the services offered or websites in the manner we have specified.

Right of access to personal data.

The data subject has the right to access the personal data being processed. We exercise this right primarily by means of electronic communication by making available, upon request, information about what data we currently hold.

The data subject may also receive from us copies of the information we hold. In such a case, we will provide a copy of the processed personal data in a structured, commonly used, machine-readable format. We will not charge a fee for preparing, processing and issuing the first copy of the data.

For subsequent requests, we may charge a fee based on the cost of preparation, processing and delivery of such data. In this case, the fee will be communicated to the requester before the preparation of the next copy of the data.

Right to rectify personal data.

The data subject has the right to rectification (amendment) of his personal data. We exercise this right primarily by means of electronic communication, enabling the transmission of information about changes in personal data. In the event that this is not possible, the data subject has the right to request that we promptly correct, supplement or delete the data accordingly.

Right to delete personal data.

The data subject has the right to request the erasure of his/her personal data. We exercise this right on the basis of an explicit request for erasure communicated to us. A request for deletion of personal data may result in the discontinuation of the service or use of the services and tools provided by us or the services of our trusted partners.

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.

The data subject has the right to object to the processing of personal data. We exercise this right on the basis of an explicit objection to the processing of your data submitted to us.

The data subject may exercise the right to object to the processing of personal data in situations where the processing is carried out in connection with the fulfillment 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 complain to the Supervisory Authority.

Any data subject has a general right to complain 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 us directly before filing a complaint with the Supervisory Authority.

Restrictions related to exercise of personal data subject rights.

The rights indicated above and the way 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.

The provision of personal data may be necessary for the proper performance of a specific activity, the proper provision of services or the fulfillment of a request or application, and the fulfillment of obligations under applicable law.

Applying the principle of minimization, we do not collect more data than is necessary for its implementation. Whenever the provision of additional personal data is necessary for a specific purpose, we will provide the relevant information directly or the information will be made available in an appropriate information clause.

Failure to provide the required information may result in limitation or discontinuation of our services, result in suspension or termination of the contract, or prevent the execution of the request or application, as well as result in violation of obligations under the law.

Information about automated decision-making.

In connection with the processing of personal data, we use computerized information systems in which automated data processing takes place.

The activities we carry out in the field of automated processing of personal data are aimed at improving the quality, effectiveness, efficiency of the data processing operations carried out and information security.

In certain cases, computer information systems may make automated decisions that affect the way personal data is processed and the way data subjects' rights are exercised. We will make every effort to ensure that such situations are adequately communicated, while at the same time we ask you to report any concerns in this regard in accordance with the established communication rules.

Information about profiling.

To customize our offerings, improve features and enhance the functionality of our websites and the tools we provide, we collect and process information about how users of our websites use our site and which products and services they are interested in.

The information is also used for statistical and analytical purposes and may be used for automated processes to tailor our offerings, including for marketing our products and services.

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

Personal data may be transferred to third countries, that is, outside the European Economic Area, mainly due to the use of information society services. In such cases, security measures required by law will be applied to guarantee an adequate level of protection for the data and the rights and freedoms of the data subjects.

For more detailed information on this subject, please refer to the relevant documents and information clauses, which we post on our websites or provide directly each time in the process of obtaining personal data.

Rules for changing and updating the document.

We will update this Privacy Policy with relevant provisions as required, the principles of our business and changes in the law.

We will inform you of any changes through our websites by posting relevant information on this Privacy Policy page.

In addition, in the event of significant changes related to privacy and data protection, we may send additional information to the email address provided to us or require you to re-accept the principles of personal data processing and privacy protection in connection with information processing.

Final provisions

The document and the rules described therein are effective upon publication. Any deviation from the general rules described shall be governed by other documents and detailed records provided in the course of collection and further processing of personal data within the framework of the personal data processing processes and operations carried out.