

Privacy policy

INFORMATION OBLIGATION IN THE FIELD OF PERSONAL DATA PROTECTION

In carrying out the obligation under Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on data protection, hereinafter: GDPR) – we present below information regarding the processing of your personal data by the Data Administrator:

I. PERSONAL DATA ADMINISTRATOR

The administrator of personal data is

University of Warsaw

address: Krakowskie Przedmieście 26/28

00-927 Warszawa

The Administrator can be contacted via phone number:

+48 505634692

II. PROCESSED PERSONAL DATA

The data is processed in accordance with the currently applicable regulations, in particular in accordance with the provisions of the General Regulation on the Protection of Personal Data (GDPR). We process data that you have provided to us through various communication channels, including in writing, by e-mail or by phone. The data may have been provided to us in various situations, e.g. as part of our cooperation in the course of the implementation of contracts for the sale of pleats or roller shutters in our assortment or services provided by us. We could also obtain your data from other sources, e.g. from your contractors, with whom we also cooperate as our clients. Your personal data will be processed on the basis of art. 6 sec. 1 lit. a) – c) GDPR in order to establish cooperation, conclude and perform a sales or service contract, answer any questions or requests addressed to us, and conduct further correspondence in this regard, marketing and contact regarding other information and services, as well as performance of legal obligations incumbent on us, establishing, defending and pursuing claims, handling complaints, financial settlements, including issuing accounting documents. The data subjects are our Clients and Contractors, potential contractors, as well as their employees, representatives and persons cooperating with them. In connection with business relations and contact, we may process the following Data: Identification data, Contact details, Data regarding the job position and professional qualifications and other Data provided to us in connection with cooperation or contact.

III. METHOD OF DATA PROCESSING

The internal procedures implemented by us guarantee that the collected Data are: processed in accordance with the law, fairly and in a transparent manner for the data subject; collected for specific, explicit and legitimate purposes and not further processed in a manner inconsistent with these purposes; adequate, relevant and limited to what is necessary for the purposes for which they are processed; correct and updated as necessary; stored in a form that permits the identification of the data subject for no longer than is necessary for the purposes for which the data is processed; processed in a manner ensuring adequate data security, including protection against unauthorized or unlawful processing and accidental loss, destruction or damage, by appropriate technical or organizational measures.

IV. ORIGIN OF PERSONAL DATA

The processed personal data is provided to us directly by the data subjects or other data administrators with whom we cooperate or from publicly available sources.

V. RECIPIENTS OF PERSONAL DATA

We may transfer the processed personal data to entities cooperating with us for the proper performance of the Agreement between us and you and related additional services. Your data may be transferred to entities cooperating with us on the basis of a contract for entrusting the processing of personal data. This applies, for example, to entities that provide us with advisory services, legal, tax, accounting assistance, forwarding and transport services, postal and courier services.

VI. DATA STORAGE PERIOD

Personal data will be processed by us for a period not longer than it is necessary to achieve the purposes of processing specified above and it results from the applicable provisions, in particular the deadlines specified in the Tax Ordinance and the limitation periods for claims under the Civil Code. After the expiry of the Agreement, the Administrator will process your personal data, as long as there are grounds for further processing, for the period resulting from the provisions of law or your consent.

VII. AUTOMATED DECISION MAKING.

We do not make decisions that are based solely on automated processing, including profiling, of personal data.

VIII. TRANSFER OF PERSONAL DATA OUTSIDE EEA.

Your Data does not go outside the European Economic Area, and if in the future it is to be transferred to a place outside the EEA, we will take appropriate steps to ensure data protection, in particular by: applying specific contractual clauses called “standard contractual clauses”, which were approved by the European Commission; or transfer to countries for which the European Commission has issued an adequacy decision. In this case, you have the right to obtain a copy of the relevant safeguards.

IX. RIGHTS RELATED TO DATA PROCESSING.

To the extent and on the terms set out in the GDPR, you have the right to: access the Data, including the right to obtain a copy of it; demand their rectification, deletion or limitation of processing; object to processing; transfer them to another administrator (to the extent that the basis for their processing is the necessity to perform the contract or your consent). If the processing of Data takes place on the basis of consent, you have the right to withdraw it at any time without affecting the lawfulness of the processing which was carried out on the basis of consent before its withdrawal. If you want to use any of the above rights, you should send the request along with an indication of the scope of data being the subject of the request to the e-mail address or by letter to the addresses indicated above. You also always have the right to lodge a complaint with the President of the Personal Data Protection Office.