

**INFORMATION FROM THE PERSONAL DATA CONTROLLER**

<b>THE SCOPE OF INFORMATION</b>	<b>INFORMATION</b>	
<b>Who is a personal data controller?</b>	The administrator of your personal data is PS LIFT spółka z ograniczoną odpowiedzialnością with headquarters in Racot, ul. Kościańska 2a, REGON 301087117, NIP 698-18-01-753	
<b>Who is a contact person of the personal data controller?</b>	In matters related with personal data processing you may contact Karolina Motała, email: karolinamotala@ps-lift.com	
<b>What is the point of processing personal data and what is a legal basis of the processing?</b>	<b>The purpose of the processing activities:</b>	<b>The legal basis of the processing activities:</b>
	The execution of the sales contract concluded with you	Article 6(1)(b) of Regulations and Article 535 of the civil code
	The contact with you to provide information or answer to your inquiry	Article 6(1)(b) of Regulation or Article 6(1)(f) of Regulation as the legitimate interest of the administrator, which is to ensure proper customer service
	accepting, considering and processing your complaint	Article 6(1)(b) of Regulation or Article 6(1)(f) of Regulation as the legitimate interest of the administrator, which is to ensure proper customer service and to enable customers to exercise their rights
	accepting, considering and carrying out the return of goods	Article 6(1)(b) of Regulation or Article 6(1)(f) of Regulation as the legitimate interest of the administrator, which is to ensure proper customer service and to enable customers to exercise their rights
	investigation of the claims against clients or the claims of clients	Article 6(1)(b) of Regulation or Article 6(1)(f) of Regulation as the legitimate interest of the administrator, which is to pursue the claims against clients and defend against the claims of clients
	delivery of newsletter ordered by you	Article 6(1)(b) of Regulation or Article 6(1)(f) of Regulation as a legitimate interest of the administrator, which is the marketing of its own services.

	conducting the competition, publishing the results of the competition, distribution of the rewards	Article 6(1)(b) of Regulation
	keeping an administrator's accounting, issuing invoices and accounting documents	Article 6(1)(c) of Regulation
	dispatch, receipt and record of correspondence	Article 6(1)(b) of Regulation or Article 6(1)(f) of Regulation as the legitimate interest of the administrator, which is to ensure proper customer service
<b>How personal data are acquire?</b>	Personal data are obtained directly from you	
<b>To whom are personal data transferred to?</b>	<p>To ensure proper organization, handling and performance of the contracts, your personal data may be transferred to the following categories of recipients:</p> <ol style="list-style-type: none"> <li>1. providers of services, who supply the Administrator with technical or organizational solutions, enabling sales or services for you, or organization management (in particular ICT service providers, courier or postal companies, intermediary companies in payments)</li> <li>2. providers of legal and advisory services and supporting the Administrator in pursuing due claims (in particular law firms, debt collection companies),</li> <li>3. providers of accounting service in order to fulfill their accounting obligations.</li> </ol>	
<b>Are / will personal data be transferred outside European Union?</b>	Due to the fact that the Administrator uses the services of other providers, eg in the field of hosting or IT systems, your personal data may be transferred outside the European Union. In this case, appropriate measures will be taken to protect your personal data.	
<b>For what period of time will personal data be processed?</b>	<p>Your personal data are processed by the Administrator for the time needed to perform the contract, and in the case of data processing for the purpose of pursuing claims (e.g. in recovery procedure) - for the period of limitation of claims, resulting from the provisions of civil law.</p> <p>For accounting and tax purposes the data are processed for 5 years counted from the end of the calendar year in which the tax obligation arose.</p> <p>After the above-mentioned periods, your data is deleted or anonymized.</p>	
<b>What are the rights entitled to individuals whose personal data are processed.</b>	<p>You have the right to request the Administrator to access the data, rectify them, delete or restrict the processing. You may use the right to submit to the Administrator an objection to the processing of your data and the right to transfer the data to another data controller. You also have the right to lodge a complaint with a supervising authority which is responsible for the compliance of the personal data protection regulations.</p>	

<p><b>Is the provision of personal data a statutory or contractual requirement or a condition for the conclusion of a contract?</b></p>	<p>The use of the Administrator's services, including the conclusion of an agreement with the Administrator in the scope of its activities, is fully voluntary, however, as an entrepreneur, the Administrator is obliged to perform the contract or keep the records in a manner prescribed by law, including using your personal data. Providing your personal data may be a contractual obligation or a condition for concluding a contract.</p> <p>Also due to accounting or tax reasons, the Administrator has a legal obligation to process your data, which means that in this case, providing data is a statutory requirement.</p>
<p><b>Is the data subject obligated to provide personal data and what are the possible consequences of not providing the data?</b></p>	<p>Not submitting the data may result in the refusal to perform the contract due to the lack of its feasibility.</p> <p>For accounting or tax reasons, the lack of data may result in e.g. inability to issue an invoice or accounting document for your benefit</p>
<p><b>Is automated decision making, including profiling, used?</b></p>	<p>The administrator does not use the automated decision making, including profiling.</p>
<p><b>Will personal data be processed for purposes other than the purpose for which personal data was collected?</b></p>	<p>The personal data will not be processed for purposes other than the purpose for which personal data was collected</p>
<p><b>Legal basis for providing information</b></p>	<p>Art. 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 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 ) (OJ L 119, 4.5.2016, hereinafter referred to as "the Regulation").</p>