

# PRIVACY POLICY

The purpose of this Privacy Policy is to explain the basis on which we process your personal data, and to discuss your basic rights in relation to our processing of your personal data.

## Personal Data Controller

The controller of personal data is Dawtona Sp. z o.o. [hereinafter „**Dawtona** „] with its registered seat in Błonie [05-870] at ul. Bieniewicka 52, entered in the register of entrepreneurs under the KRS number: 0000652355, Statistical No. (NIP): 1182135917, Statistical No. (REGON): 36623895. Contact information: mailing address: Dawtona sp. z o.o., ul. Bieniewicka 52, 05-870 Błonie email address: [dawtona@dawtona.pl](mailto:dawtona@dawtona.pl) Personal Data Inspector: [iod@dawtona.pl](mailto:iod@dawtona.pl)

The personal data collected by Dawtona is processed in accordance with the principles set out in the data protection legislation, including Regulation [EU] 2016/679 of the European Parliament and of the Council 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 Data Protection Regulation] [„**GDPR**”] and Polish regulations issued in connection with GDPR, including the Act of 10 May 2018 on personal data protection.

Dawtona keeps personal data confidential and protects them from unauthorized access by third parties under the terms of the aforementioned legal acts.

## Principles of personal data processing

The processing of your personal data will be carried out in accordance with the provisions of the GDPR.

Dawtona uses technical and organizational measures to protect the processing of personal data and to protect it against disclosure to unauthorized persons, takeover by unauthorized persons, processing in violation of the applicable law on the protection of personal data and their change, loss or destruction.

## Scope and purposes of personal data processing

As part of its activities, Dawtona, through its website [www.dawtona.pl](http://www.dawtona.pl) collects and processes personal data:

- or the purpose of communication, identification and responding to inquiries [legal basis Article 6(1)(a) - of the GDPR];
- for the purpose of handling complaints [legal basis Article 6(1)(c) of the GDPR and Article 6(1)(f) of the GDPR];
- for purposes arising from the legitimate interests pursued by Dawtona as data controller: to provide services to Customers, as well as for analytical and statistical purposes and to ensure IT security [legal basis Article 6(1)(f) of the GDPR];
- for the purpose of recruiting individuals interested in working or cooperating with Dawtona [legal basis, Article 6(1)(c) and Article 6(1)(a) of the GDPR, respectively];

We also process personal data in the scope of fulfilling Dawtona's legal obligations [legal basis Article 6(1)(c) of the GDPR].

## Your rights

The processing of your personal data is carried out on a voluntary basis; however, depending on the circumstances, a refusal to provide data or a request to delete data may prevent us from contacting you, for example.

In accordance with the principles set out in the data protection legislation and to the extent provided therein, you have the right of access to your personal data, the right to rectification, erasure or restriction of processing and the right to data portability. Some of these rights may not apply to data processing in the provision of training services.

If you have given your consent to the processing of personal data, you may withdraw your consent at any time, however, the withdrawal of consent will not affect the processing that took place before the withdrawal.

You have the right to:

- access the content of their personal data;
- correct their personal data;
- delete their personal data;
- limit the processing of their personal data;
- request a transfer of your personal data.

At Dawtona, the contact person for all matters relating to the processing of personal data, as well as for the exercise of the above rights, is the Data Protection Officer [iod@dawtona.pl](mailto:iod@dawtona.pl)

You also have the right to lodge a complaint with the President of the Office for Personal Data Protection in relation to Dawtona's processing of your personal data.

## Processing period

Personal data will be processed, respectively:

- until the fulfilment of the relevant legitimate interests pursued by Dawtona, as data controller, related to the processing of the data concerned,
- for the period necessary to answer your question,

- for the period necessary to investigate the complaint, the period of the statute of limitations for claims, and the period necessary to defend against the claimant's claims,
- until the expiration of the limitation periods related to the contract to which the processing of personal data is connected or related to the limitation of obligations under the law,
- for the period of time necessary for recruitment purposes,
- in any case until you withdraw your consent to the processing of your personal data.

## **Transfer of personal data to other entities**

The recipients of your personal data may be, in particular, entities directly or indirectly related to Dawtona, in particular in an organizational or personal way, which would be established in one of the Member States of the European Union, as well as external service providers (eg. IT service providers, other entities processing data on behalf of Dawtona on the basis of a personal data processing agreement), accountants, auditors and auditors, lawyers, administrative authorities, state services and courts.

Your personal data is processed at Dawtona's registered office. Personal information is not transferred to countries outside the European Union. If your personal data is transferred to third countries outside the EU, Dawtona will use appropriate instruments to ensure the security of your personal data.

Dawtona, in connection with the cooperation with its suppliers, may entrust the processing of your personal data to the entities indicated above. However, in all cases, these entities will be required to maintain the confidentiality of your personal data and to process it in accordance with data protection legislation.

## **No profiling**

Your personal data is not subject to profiling as one of the forms of automated personal data processing.

## **Changes in Privacy Policy**

Any changes we make to the Privacy Policy in the future will be posted on the website: [www.dawtona.pl](http://www.dawtona.pl).

The above Privacy Policy shall enter into force on: 12.04.2022

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***Dawtona***