

Information policy in the field of personal data protection for persons contacting NOVOL sp. z o.o.

Dear Sir or Madam,

Pursuant to Article 13.1-2 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), we hereby provide the information on the method of processing your personal data and your associated rights.

Personal Data Controller

Pursuant to Article 4.7 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), Data Controller, i.e. a body which determines the purposes and means of the processing of personal data, is NOVOL sp. z o.o. with its registered office in Komorniki (62-052), ul. Żabikowska 7/9 (hereinafter referred to as the "Company").

Personal Data Protection Supervisor

The Company has appointed a Data Protection Supervisor (DPS), who may be contacted in matters concerning the protection of personal data and the exercise of associated rights. For this purpose, the Supervisor can be contacted by e-mail at: ochrona.danych@novol.com.

Purpose, legal basis and the period of personal data processing by the Company

Personal data provided in contact forms and submitted in the correspondence sent shall be processed in order to provide answers to the questions asked to the extent specified in the contact form / correspondence on the basis of Article 6.1(f) GDPR, i.e. legitimate interest of the Company during the period required for the correspondence in relation to the question asked, and then for storage purpose (no longer than for 3 years). Providing personal data is voluntary; however, the failure to provide such data may make it impossible to provide responses and to conduct correspondence.

Moreover, personal data in the form of e-mail addresses may be used to send commercial information in electronic form, but only if a voluntary consent to such operations is granted (legal basis: Article 6.1(a) GDPR). Providing data is voluntary. Data necessary for sending commercial information in electronic form will be processed until you withdraw your consent to such operations.

Data recipients

Your personal data may be disclosed to entities providing support services to the Company, such as software or hosting services (e.g. e-mail) providers, entities supporting the Company in the area of the dispatch of commercial information in electronic form.

Your data shall not be disclosed by the Company outside the European Economic Area (EEA).

Your rights in the field of personal data processing

You have the right to access your data, rectify (correct) it, the right to request to remove your data, limit data processing, as well as the right to transfer the data to the extent and under the terms of GDPR.

Furthermore, if the legal basis of processing your personal data is our legally justified interest, you shall be entitled to object to the processing of your personal data at any time on the basis of a special situation.

In the event of processing your data on the basis of a consent granted, you have the right to withdraw your consent to the processing of your personal data at any time, without affecting the lawfulness of data processing that took place before the withdrawal of the consent.

Your data shall not be processed in an automated manner, which could also lead to decisions with legal effects towards you, or significantly affect your situation in a similar way.

Regardless of the rights stipulated above in connection with the processing of your personal data, you have the right to lodge a complaint to a supervisory authority, which is the President of the Office for Personal Data Protection (address: ul. Stawki 2, 00-193 Warsaw).