

PRIVACY POLICY WWW.DOBROPLAST.PL

§1 General Stipulations

The goal of this Privacy Policy (hereinafter: "Policy") published on the www.dobroplast.pl website is to provide information regarding the objectives, methods and period of your personal data processing by Dobroplast Fabryka Okien sp. z o.o., as well as on the enforcement of your rights.

The information provided below should help you in solving all significant issues related to privacy protection.

§2 Definitions

GDPR – means Regulation of the European Parliament and of the Council (EU) no. 2016/679 of 27th 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 (General Data Protection Regulation) Official Journal of the EU L 2016 no. 119 p. 1 of 4th May 2016, as amended.

Act – means the Act on personal data protection of 10th May 2018 (Journal of Laws 2018, item 1000, as amended).

User – an Internet user visiting the www.dobroplast.pl website.

Affected Person – a person providing their personal data to the Administrator.

Personal Data – means all information related to an identified or identifiable person ("Affected Person"); an identifiable person is a person, who may be directly or indirectly identified, in particular on the basis of an identifier, such as name and surname, identification number, location data, Internet identifier or one or several special factors specifying the physical, physiological, genetic, mental, economic, cultural or social identity of a person.

Data Administrator (“Administrator”) – means a person or a legal entity, a public entity, a unit or another entity which independently or jointly with others determines the goals and processing methods for personal data.

Processing – means an operation or a set of operations performed on personal data or sets of personal data in an automated or non-automated manner, such as: collection, recording, organising, ordering, storage, adaptation or modification, downloading, browsing, use, disclosure through transmission, broadcasting or other disclosures, adaptation or combination, limiting, deletion or destruction.

Profiling – means any form of automated personal data processing using personal data in evaluation of some personal aspects of a person, in particular in analysis or forecasts of aspects related to the effects of work of such a person, their economic situation, health, personal preferences, interests, credibility, behaviour, location or patterns of movement.

§3

The Data Administrator

The Data Administrator of your personal data is: Dobroplast Fabryka Okien Sp. z o.o. with its registered main office in Laskowiec Stary 4, 18-300 Zambrów, registered with the number KRS 0000404303, in a registry of entrepreneurs maintained by the District Court in Białystok, 12th Economic Department, with the KRS no. 0000404303, Tax ID (NIP) 5252523303, REGON 14590824700000, company capital 53,355,000.00 PLN.

In case of any questions, complaints or requests related to personal data protection, you may contact the Data Administrator as follows:

1. In writing, at the address: Dobroplast Fabryka Okien sp. z o.o., Stary Laskowiec 4, 18-300 Zambrów,
2. Electronically, at: dobroplast@dobroplast.pl.
3. Electronically and directly, with the Data Protection Inspector selected by the Administrator: IOD@dobroplast.pl

E-mail is the preferring contact method used to contact the Data Administrator.

In order to ensure your correct identification, please provide your name, surname, telephone number each time, and if you are authorised to represent an entity, the name of the entity on behalf of which you have acted or are acting. In case of doubts related to identification, we may ask you to provide additional data or information.

§4

Source and scope of processed data

1. We collect personal data provided by you in any legally permitted form.
2. Within the personal data provided to us, we may process first and foremost: name, surname, correspondence address, e-mail address, telephone number or the name of a company or an entity you represent.
3. Please do not send more personal data to us than is necessary to process the given case or to provide an answer to an enquiry, in particular in files which may be added to the contact form as an attachment. We reserve the right to immediately remove such data, even without a prior contact with you.
4. If you use a Facebook account to view our social media profile, we collect the name and surname in a form present in your Facebook account, as well as the identification number (Facebook ID).

§5

Basis and goals of personal data processing

Your personal data will be processed:

1. According to your consent (basis - art. 6 p. 1 ch. a GDPR). The consent is required i.e. to enable us replies to enquires sent using the contact form.
2. To undertake actions you requested, related to a potential contract entered with you in the future (art. 6 p. 1 ch. b GDPR). In the case of enquiries related to specific products, we process your personal data in order to provide an answer and enter a contract in the future.
3. In order to execute our legally justified interests, in order to contact you (basis - art. 6 p. 1 ch. f GDPR). We may contact you in order to provide information regarding the processing of the given order or to process the given order or a complaint.

4. In order to execute our internal, administrative goals, including internal statistics, comprising the basis of our legally justified interest (basis - art. 6 p. 1 ch. f GDPR). We maintain internal statistics in order to optimise the customer support process.
5. For archiving (proof) purposes, thus executing our legally justified interests of securing information for the legal purpose of proving facts (basis - art. 6 p. 1 ch. f GDPR). We store and secure personal data for the purpose of any potential, future tax or civil-legal proceedings.
6. In order to determine, claim or defend against claims, if any, thus executing our legally justified interest (basis - art. 6 p. 1 ch. f GDPR).
We store and secure personal data at least until the end of the expiry period dictated by civil-legal law regulations.

§6 Consent

1. We would like to point out that personal data is provided on a voluntary basis, but is required to use the services available on our website.
2. In the case of persons younger than 16, the consent should be provided or confirmed by a parent or a legal guardian.

§7 Data recipients and recipient categories

1. The access to personal data processed by staff and partners of the Administrator is limited only to authorised persons using personal data in order to fulfil their tasks related to their position at work.
2. Your personal data may be provided to entities authorised according to legal regulations and, within a limited scope, to entities we cooperate with, such as IT system providers, website hosting companies, law offices or courier companies delivering your orders. We make every reasonable effort to make sure that the scope of provided information is as required and adequate for execution of the assumed purposes.

§8 Data transfer

1. Your personal data may be transferred outside the European Economic Area, to entities supporting the Administrator's activities, in particular other entities from the DOVISTA Windows AG Capital Group in connection with the provision of IT services by these entities, as well as to third parties on the basis of concluded with these entities contracts for entrusting the processing of personal data based on the so-called Standard Contractual Clauses.
2. When using the services of third parties to whom the data may be disclosed, the Administrator will always oblige these entities to maintain the security of your data and its confidentiality and not to disclose it to other unauthorized entities, and these entities will comply with the Administrator's security standards, giving due guarantees to meet the requirements of the GDPR.

§9 Storage period

1. Your personal data is stored only within the scope required to meet the legal obligations of the Administrator and only for a period required to achieve the purposes, for which the personal data is collected, according to effective legal regulations related to personal data protection.
2. If the Administrator is no longer obliged to process personal data, such data shall be permanently removed from IT systems, unless the obligation of longer data storage is dictated by the effective legal regulations.
3. If you apply for job offers published on the www.dobroplast.pl website, your personal data shall be processed for the following periods of time:
 - a) the recruitment period, however, no longer than 2 years in the case of consent for participation in future recruitment processes,
 - b) until the end of expiry period for any claims related to discrimination, for at least 3 years from the day on which the claim became mature, however, no longer than for a period of 10 years from the end date of the recruitment process: basis - art. 442¹ of the Act of 23rd April 1964 Civil Law Code (Journal of Laws 2018, item 1025, i.e. of 29/05/2018) in relation to art. 300 of the Act of 26th June 1974 Labour Law Code (Journal of Laws 2018, item 917 i.e. of 16/05/2018).
4. Your personal data included in contracts or correspondence may be subjected to statutory storage requirements, for a period of up to 10 years. All other personal data may be removed 5 years after the end of contractual relationships with you.

§10 Rights of Affected Persons

3. You may revoke your consent to personal data processing at any time, without any impact on the legal validity of personal data processing taking place before the consent is revoked.
4. You have the following rights related to the provision of your personal data to the Administrator:
 - a) **Right to access personal data** – you have the right to receive a confirmation from the Administrator stating whether your personal data is processed, and if such data is processed, to access such data. The right to request access to personal data is not unconditional, as the interest of other entities may limit your right to access the data. In addition, you have the right to receive one free copy of the processed personal data. Appropriate fees may be incurred for each and every subsequent data copy, based on administration costs (e.g. costs of preparation and shipment of a CD disc containing the personal data).
 - b) **Right to correct personal data** – you have the right to request correction of your inaccurate personal data. Depending on the purpose of the processing, you have the right to amend incomplete personal data, including presentation of an additional declaration.
 - c) **Right to request a limitation of personal data processing** – in specific circumstances, you have the right to request the Administrator to limit personal data processing. In such a case, the personal data may be processed by the Administrator only for some purposes.
 - d) **Right to request a transfer of personal data** – in specific circumstances, you have the right to receive your personal data in a structural, commonly used format which can be read by a machine. You also have the right to send such data to another entity without any objections from the Administrator, excluding technological limitations.
 - e) **Right to remove personal data** (“right to be forgotten”) – in specific circumstances, you have the right to request the Administrator to remove personal data related to you. The Administrator shall then be obliged to remove such personal data immediately.
 - f) **Right to object against personal data processing** – in special circumstances, you have the right to raise an objection based on your special, personal situation.

5. The rights listed in the previous paragraph may be limited according to legal regulations related to personal data protection, effective in the given country.
6. We reserve the right to verify your identity if such a request is made. The inability to positively verify your identity because of reasons you are responsible for shall result in our inability to process the submitted request, about which you will be informed immediately.
7. In justified cases, you will have the right to raise a complaint with the supervisory body – Polish Data Protection Commissioner.
8. Contact the data Administrator or the data protection inspector to exercise your rights, as indicated in §3.

§11 Other stipulations

We collect and store your personal data with all due diligence. In the case of data processed electronically, such data shall be stored on password-protected servers and in IT systems we lease from hosting companies on the basis of separate agreements (so-called personal data processing agreements). In the case of data processed in a printed form, the data shall be stored in locked cabinets, in premises protected with additional locks provided with an access key and an alarm system.

§12 Cookie files

1. We would like to inform you that upon connection with our website, an information with the number (including the IP address) and the type of your terminal used to connect to the website is recorded in our system logs. We would like to inform that according to the effective legal regulations, we will process data, including data related to said number (including the IP address) and the type of your terminal, as well as the duration of your connection with the website, and other functional data related to your activity. Such data is processed, in particular, for technical purposes and in order to collect general statistical information.
2. We use cookie files (i.e. small text files sent to your device, identifying you as required to simplify or cancel the given operation) in order to collect information related to your use of the website. Cookie files enable: your session to be maintained; the website to be tailored to your needs; creation of viewing statistics for individual pages.

3. You may change the settings related to cookies at any time, by changing settings in your web browser. Such settings may be changed such that automated cookie file processing is blocked in the browser settings or that you receive a notification each time a cookie file is stored on the your terminal. Detailed information about options and cookie processing modes are available in software (Internet browser) settings.

§13 Changes to Privacy Policy

This Privacy Policy may require updates from time to time, e.g. as new services are introduced or the technologies used change. The Administrator reserves the right to amend or changes this Privacy Policy at any time. Changes shall be published on the www.dobroplast.pl website, in the Privacy Policy tab.

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