

## Privacy policy

The purpose of our privacy policy (hereinafter referred to as: „Policy”) is to determine the rules and activities for the collection, processing and protection of personal data, as well as to specify the rules for the use of our cookies files.

### 1.DATA CONTROLLER AND DATA PROTECTION OFFICER

1. The controller of your personal data is Bejot sp. z o.o. Wybickiego 2a, Manieczki, 63-112 Brodnica near Poznań, phone +48, 61, 281-22-25, e-mail: biuro@bejot.eu (hereinafter referred to as: „Data controller”).
2. The data controller shall appoint the data protection officer, with who you can contact both per post to the controller’s address and per e-mail e-mail: iod@bejot.com.pl

### 2.PURPOSE AND SUBJECT MATTER OF THE PERSONAL DATA PROCESSING

We process your personal data to:

- a. answer your inquiries sent to us in an e-mail or written form,
- b. perform the concluded contracts (performance of orders, settlements, communication),
- c. handle complaints and potential claims submitted by you
- d. protect our legitimate interest (ex. in the case we have to defend against any claims),
- e. send you marketing information, only if you give us your consent (newsletter).

We process the following categories of your personal data:

- a. first and last name,
- b. e-mail address,
- c. phone number.

### 3.RECIPIENTS OF PERSONAL DATA

We share your personal data to the following recipients:

- a. entities providing legal services to our company,
- b. entities involved in the operation and management of our IT system,
- c. entities providing courier or postal services to our company,
- d. insurance entities liquidating damages,
- e. state authorities or other entities authorized in accordance with the legal provisions - in order to perform our obligations.

### 4.TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

We do not transfer your personal data to third parties (except EEA) or international organisations.

### 5.DURATION OF STORAGE OF PERSONAL DATA

We process your data collected in connection with inquiry you send to us until we finally end processing of your inquiry.

We process your data collected in connection with the performance of the contract until the prescription of claims that may be connected with the contract and in the case of data required by the legal provisions, until the period resulting from applicable laws.

We process data collected in connection with our legitimate interest until your object.

## **6. YOUR RIGHTS**

Due to the processing of personal data you have the following rights:

a. right to information about the processing of personal data (you have the right to obtain from us information about the purposes and grounds for processing personal data, the scope of data held, entities, to which they are transferred, and the planned date of erasure).

b. right to access to your personal data and to receive a copy

c. right to rectification your personal data

d. right to restriction of processing

e. right to erasure your personal data

f. right to transfer your personal data

g. right to object the processing of personal data

h. right to withdraw consent to the processing of personal data

i. right to complain

◦ If you think that processing of your personal data breaches the provisions of GDPR or other applicable legal acts, you have the right to make a complaint to the President of the Data Protection Office.

In order to exercise your rights referred to in points a) to g) above, you shall send all letters directly by post or e-mail to the following address: Bejot sp. z o.o. ul. Wybickiego 2a, Manieczki, 63-112 Brodnica near Poznań, phone +48, 61, 281-22-25, e-mail: [biuro@bejot.eu](mailto:biuro@bejot.eu). Your application shall indicate the exact subject of the request. If we cannot identify a person, who submits the application or specify the content of the request, we shall ask the applicant for additional information.

The answer to the application shall be given within one month after its receipt. If it is necessary to extend this period, we shall inform you about the reasons for such extension.

## **7. INFORMATION ON THE SOURCE OF DATA / VOLUNTARY SUBMISSION OF DATA**

You submit data voluntarily. However, if you do not submit data that is necessary, ex. to provide particular services by us or to give a respond to your question, may prevent us from taking specific actions.

## **8. INFORMATION ON AUTOMATED DECISION MAKING**

Your personal data shall not be automatically processed or profiled.