

## **Dear Sir or Madam,**

The aim of this Privacy Policy is to fulfil our obligation to inform you about how we process your personal data in connection with new regulations on the protection of individuals when processing their personal data. Below, you will find the key points. Should you have any questions, feel free to contact us.

### Processing of personal data:

Your personal data is processed on the basis of Article 6(1)(f) of the GDPR, i.e. to pursue the legitimate interests of the data controller or a third party.

### How do we obtain your personal data?

We obtain your personal data:

1. directly from you
2. from the entity that entered into a contract with Drukarnia Ellert Sp. z o.o. in order to provide services to you
3. from a partner/third party working with Drukarnia Ellert Sp. z o.o. (who has provided your personal data with your consent)

### Who is the data controller of your personal data?

Drukarnia Ellert Sp. z o.o., with its registered office in Nadrzeczna 17 str., 05-462 Wiązowna, National Court Register No.: 0000198110, VAT No.: 5321851537, National Official Business Register No.: 015621791, telephone: 22 76 90 100, e-mail: [zapytanie@ellert.pl](mailto:zapytanie@ellert.pl).

Drukarnia Ellert Sp. z o.o. operates as part of a group of companies, to which Ellert Sp. z o.o. belongs. The information exchanged between the companies is transferred on the basis of a data processing agreement.

### What data is processed?

Drukarnia Ellert Sp. z o.o. processes the following categories of data:

1. contact details
2. data required for identification purposes in connection with entering into a contract, performing services and issuing invoices
3. identification data necessary for online correspondence
4. data necessary to select appropriate marketing materials and services of Drukarnia Ellert Sp. z o.o. (provided that you have previously expressed your consent)

### For what purposes will your personal data be processed?

Your personal data will be processed for one or more of the following purposes:

1. to perform activities at your request prior to entering into a contract, 1. to enter into a contract with Drukarnia Ellert Sp. z o.o. and execute it
2. to perform a contract entered into with Drukarnia Ellert Sp. z o.o. on your behalf as a third party (Art. 393 of the Civil Code), if another entity is a party to the contract
3. to fulfil a legal obligation of Drukarnia Ellert Sp. z o.o., e.g. to issue an invoice or bill

4. for marketing purposes with respect to products and services of Drukarnia Ellert Sp. z o.o. (provided that you have previously expressed your consent)

#### Are you obliged to provide your personal data?

To the extent that your personal data is processed to perform a contract with Drukarnia Ellert Sp. z o.o., providing your personal data is necessary to enter into the contract. Providing data is voluntary but necessary to enter into and perform the contract. If you fail to provide your personal data, the contract shall be deemed not concluded. Providing data necessary for invoicing is a statutory obligation resulting from the Value Added Tax Act.

In all other cases, providing data is voluntary, not required under statutory or contractual provision and not necessary to enter into a contract.

#### What is the basis for the processing of your personal data?

Depending on the activities, your personal data is processed:

1. to enter into a contract with Drukarnia Ellert Sp. z o.o. and execute it
1. to fulfil a legal obligation of Drukarnia Ellert Sp. z o.o., e.g. to issue an invoice
2. to pursue a legitimate interest of Drukarnia Ellert Sp. z o.o. (direct marketing of its products and services or performing a contract entered into with Drukarnia Ellert Sp. z o.o. on your behalf as a third party, if another entity is a party to the contract)
3. based on your consent

#### What are your rights regarding your personal data?

You have the right to request that Drukarnia Ellert Sp. z o.o. access, rectify or delete your personal data, to restrict or object to the processing of your personal data and to transfer your personal data to another data controller. You may object to the processing of your personal data for the marketing of products or services of Drukarnia Ellert Sp. z o.o.

#### How can you withdraw consent?

You can give or refuse any type of consent. You can withdraw, at any time, any consent given to Drukarnia Ellert Sp. z o.o. in connection with the processing of your personal data without any consequences. Consent may be withdrawn by e-mail, by phone or by traditional mail using the contact details shown above. The will to withdraw consent can be expressed in any manner, provided that the notice of withdrawal is effectively delivered to us. The withdrawal of consent shall not affect the lawfulness of the processing based on consent before its withdrawal (the processing of your personal data by Drukarnia Ellert Sp. z o.o. is lawful until the withdrawal of consent).

#### How long will your personal data be stored?

Your personal data will be stored for as long as necessary for the performance of a contract with Drukarnia Ellert Sp. z o.o. or a contract entered into by another entity on your behalf, and thereafter until the limitation of claims as may be raised by or against Drukarnia Ellert Sp. z o.o.

If your personal data are processed to comply with a legal obligation of the data controller, your personal data will be stored for the period necessary to comply with this

obligation. If your personal data is processed based on your consent, your personal data will be processed until you withdraw consent. If your personal data is processed on the basis of a legitimate interest of the data controller (to perform a contract entered into with Drukarnia Ellert Sp. z o.o. on your behalf), your personal data will be processed until the legitimate interest is fulfilled. If your personal data is processed on the basis of a legitimate interest of the data controller (for direct marketing of its products and services), your personal data will be processed until you raise an objection to the processing.

Where can you lodge a complaint about the processing of your personal data by Drukarnia Ellert Sp. z o.o.?

Currently, complaints about the processing of your personal data by Drukarnia Ellert Sp. z o.o. can be lodged with the Inspector General for Personal Data Protection. Please be advised that the function of the supervisory authority responsible for complaints about data processing will soon be held by the President of the Personal Data Protection Office. How will your personal data be processed?

Your personal data will not be subject to automated processing (e.g. profiling) that produces legal effects on you or otherwise significantly affects you. However, we will use cookies and other systems that record traffic on our websites.

### **Cookies**

The website <https://www.ellert.pl/> uses cookies. Cookies are collected solely for the purpose of collecting information in order to tailor sales to the products and the individual needs and preferences of the customers. Cookies are stored by your browser on your hard drive and do not directly collect personal data. You can block cookies in your browser. However, if you do so, you will limit the use of the website of Drukarnia Ellert Sp. z o.o. When the user is online, Drukarnia Ellert Sp. z o.o. collects IP addresses for technical purposes (server administration). IP addresses are used for statistical analysis and to improve the cookies management.

Please be informed that you may configure your web browser in a way that precludes storage of cookies on your device. Once the cookies are saved by the seller, you may delete them by one of the following means: web browser functions, applications specially designed for this purpose or tools available in your operating system.

Please be informed that once you change the settings of the web browser with the purpose of limiting or precluding storage of cookies on your device, you may cause limited functionality of the services provided. This is also the case when you delete cookies during the provision of a service.

As the data controller for your personal data, Drukarnia Ellert makes every effort to ensure that all physical, technical and organizational measures are taken to protect personal data against accidental or intentional destruction, accidental loss, alteration, unauthorized disclosure, use or access in accordance with all applicable laws.

In this regard, Drukarnia Ellert engages specialists in the field of GDPR and ISO 27001:2015 and has adapted the procedures to the relevant personal data processing standards.