



## Personal Data Controller

The Controller of your Personal Data shall be Assecod Systems S.A. of ul. Podolska 21, 81-321 Gdynia, Poland, National Court Register (KRS) number: 0000421310.

You can contact us:

- by post (traditional mail), at the address indicated above,
- by e-mail at [kontakt@assecods.pl](mailto:kontakt@assecods.pl),
- by phone +48 22 52 58 601.

## Data Protection Officer

We have appointed a Data Protection Officer whom can be contacted:

- by post (traditional mail), at the following address: Assecod Systems S.A., Lodz Office, ul. Narutowicza 136, 90-146 Lodz, Poland
- by e-mail at [IOD@assecods.pl](mailto:IOD@assecods.pl),
- by phone +48 42 675 63 60.

## Purpose and legal basis of the processing

We will process your personal data for the following purposes:

- to send information regarding The European Forum on Electronic Signature and Trust Services and its future editions,
- to send marketing information by means of electronic communication and automation programs under the Act of 18 July 2002 on providing services by electronic means based on your consent.

## Data retention period

The data used for the purpose of sending marketing information shall be processed until your consent is withdrawn.

## Recipients of personal data

In accordance with the applicable laws on personal data protection, your personal data:

- may be transferred to entities to which we outsource data processing services, including IT and marketing service providers. Such entities process data on the basis of a contract with us and only according to our instructions,
- may be transferred to entities that are entitled to receive them by law.

## Your rights in relation to the processing of personal data

You have the following rights related to the processing of personal data:

- right of access to your personal data,
- right to request the correction of your personal data,
- right to transfer the data,
- right to request the deletion of your personal data under the conditions set out in Article 17 of the Regulation,



- right to request a restriction on the processing of your personal data under the conditions set out in Article 18 of the Regulation,
- right to withdraw your consent. You can exercise your rights at any time, the processing performed before the withdrawal of consent shall be considered fully legal.

All of the above rights can be exercised by submitting an application at <https://www.daneosobowe.assecods.pl> or by writing to the e-mail address of the Data Protection Officer: [IOD@assecods.pl](mailto:IOD@assecods.pl)

## **Right of complaint**

You have the right to lodge a complaint with the President of the Office for Personal Data Protection (to the address: Stawki 2, 00-193 Warszawa), if you consider the processing of your personal data to violate the provisions of the Regulation.

## **Transfers of personal data to third countries**

Your personal data is stored on servers located in the European Union, but due to the fact that Asseco Data Systems S.A. uses cloud solutions provided by Microsoft, the data may be transferred – on the basis of standard data protection clauses – to a third country. Microsoft's standard contractual clauses, in line with the templates approved by the European Commission, are available at: <https://www.microsoft.com/en-us/licensing/product-licensing/products.aspx> under Online Services Terms (OST).

## **Requirement to provide personal data**

Providing personal data is entirely voluntary, but is required for sending the Newsletter. The consequence of not providing personal data will be the lack of possibility of receiving information regarding the services and products offered by the Controller.

## **Automatic data processing and profiling**

Your data shall not be processed in an automatic manner and shall not be subject to profiling.