

Information on the processing of personal data contained in e-mail correspondence with SPIE Central Europe sp. z o.o.

In accordance with the General Data Protection Regulation 2016/679 - hereinafter referred to as "GDPR", we provide the following information on the processing of personal data contained in email correspondence with SPIE Central Europe sp. z o.o.

I. Personal Data Controller and Data Protection Officer

1. The Controller of your personal data is SPIE Central Europe sp. z o.o. with its registered office in Gdansk, 87 Marynarki Polskiej Street, 80-557 Gdansk.
2. The Controller has appointed a Data Protection Officer, who can be contacted at e-mail address: iod.spie.ce@spie.com or by mail to the Controller's registered office address.

II. Purposes of processing and legal basis for processing

3. **The personal data you provide in your e-mail message will be processed for the purpose of conducting electronic correspondence with you, including answering your questions and providing relevant information, as well as possible establishment and investigation of claims or defense against claims.** The legal basis for the processing of your data for the above purposes is the legitimate interest of the Administrator (Article 6(1)(f) of the GDPR, consisting in the handling of correspondence conducted with you, investigation of claims or defense against claims.
4. If you request us to provide you with a commercial offer, your personal data will be processed in order to send you the relevant offer on the basis of Article 6(1)(b) of the GDPR, i.e. to take action at the request of the data subject before entering into a contract.
5. If you are a party to a contract entered into with SPIE Central Europe sp. z o.o., we will process your personal data on the basis of that contract (Article 6(1)(b) of the GDPR) for its proper execution (necessary communication for the proper execution of the contract/order).
6. If you are a contact person appointed by our Supplier, Contractor or Customer for the purpose of executing the subject matter of the contract, we will process your data on the basis of the Administrator's legitimate interest (Article 6(1)(f) GDPR) which is to conduct communication in connection with the concluded contract or accepted order.

III. Recipients of data

7. Recipients of your personal data may be entities providing IT services to the Controller (software maintenance, e-mail box hosting, server hosting), legal, consulting, insurance services on the basis of relevant contracts, and entities authorized to receive your personal data under applicable laws.

IV. Retention period

8. Your personal data will be processed for the period necessary for the handling of the correspondence, extended by the period resulting from the relationship of the correspondence with the concluded legal relationship, archiving obligations, the assertion of potential claims or other obligations required by generally applicable law.

V. Your rights

9. You have the right to:
 - **access** to the content of your data and to request a copy of your data (Article 15 GDPR);
 - **request rectification** of your personal data (Article 16 GDPR);
 - **request erasure of your data** (Article 17 GDPR);
 - **request restriction of data processing** (Article 18 GDPR);
 - **data portability** i.e.. to receive personal data from the Administrator, in a structured, commonly used machine-readable format, to the extent that your data are processed for the purpose of entering into and performing a contract in an automated manner (Article 20 GDPR);
 - **to object to the processing of your personal data** on the basis of a legitimate interest (Article 21 GDPR);
10. To exercise your rights, please direct your request to the e-mail address: iod.spie.ce@spie.com or by mail to the Controller's registered office address.

11. Each individual also has the right to lodge a complaint with the President of the Office for Personal Data Protection if he/she considers that the processing of personal data concerning him/her violates the provisions of the GDPR.

VII. Information about the requirement/voluntariness of providing data

12. Providing your personal data in the scope of your name and e-mail address is voluntary, but necessary to conduct e-mail correspondence. Provision of other data in the content of correspondence is also voluntary and depends on the matter with which you are addressing SPIE Central Europe sp. z o.o.

VIII. Information about no profiling and no transfer of data out of EEA

13. Your personal data will not be subjected to automated decision-making, including profiling, nor will it be transferred outside the European Economic Area.