

Information on the processing of personal data by OPTeam S.A.

In accordance with the provisions of the European Parliament Regulation and of the Council (EU) 2016/679 of 27 April 2016 on protection individuals with regard to the processing of personal data and on the free flow of such data and repealing Directive 95/46/WE (general regulation on data protection), the so-called GDPR, in connection with contractual relations, OPTeam S.A. provides the scope of information required for processing personal data.

1. Who is the administrator of personal data at OPTeam S.A.?

The administrator of personal data is OPTeam S.A. with its registered office in Tajęcina 113, 36-002 Jasionka.

2. What data, for what purposes and on what legal grounds OPTeam S.A. processes personal data?

Ordinary data such as name and surname, company name, address, tax identification number, e-mail address and telephone number are subject to processing. The data are processed in order to:

- conclude and perform the contract with OPTeam S.A. or order processing by OPTeam S.A. and other legal obligations. The legal basis is a set of necessary data to conclude and perform the contract (orders, legal obligation).
- settle the sale of products and services of OPTeam S.A., handle complaints, send marketing messages and make internal analysis by the Company - in this case, the legal basis is the legitimate interest of the Company.
- make direct marketing of OPTeam S.A. products and services provided by electronic means, the legal basis in this case is the consent.

3. How long do we store personal data?

Until the obligation to store data that results from legal provisions expires, including the obligation to store accounting documents regarding contracts concluded with OPTeam SA or ongoing orders. In the case of direct marketing, personal data are stored until consent is withdrawn, but no longer than it is necessary for proper customer service, including in particular the provision of current solutions to improve work with the Company's products.

4. Whom and why can OPTeam transfer personal data?

Personal data may be made available by the Company to suppliers, partners, courier and transport companies (ex-delivery to the Customer) only for the purpose of performing the contract/order. Data may also be transferred to institutions implementing the project financing (only if such funding is carried out), to public institutions in the event of an inspection. Personal data may be transferred outside the European Economic Area based on appropriate legal safeguards, which are contractual clauses for the protection of personal data.

5. What rights does the customer have regarding personal data protection? The customer has the right to:

- access their data, rectify it and remove it from our resources, limit processing, obtain a copy of the data,
- object to data processing,
- withdraw consent (if granted), while the operations carried out before its withdrawal remain valid,
- transfer personal data if the data are processed on the basis of consent or contract, then we will transfer the data (if processed), on a so-called secure medium,
- make a complaint regarding data processing to the supervisory body, i.e. the Office for Personal Data Protection.

6. Information on the obligation or voluntary submission of data.

OPTeam SA informs about the voluntary provision of data by our clients and contractors in order to conclude an contract or perform the order with OPTeam SA. However, we emphasize that not providing necessary data will prevent the conclusion and the performance of the contract. Providing data for marketing purposes is voluntary.

7. Profiling.

Personal data may be subject to profiling in order to analyze shopping preferences, show advertisements for products and services based on specific preferences, and prepare a product offer. For profiling will be used, among others: information on purchased products and services, indicated interest in the type of products or services, information contained from "cookies" on information portals operated by OPTeam S.A.

8. How can you contact the Administrator or the Data Protection Inspector?

By email: odo@opteam.pl; By phone: Artur Resler (Data Protection Inspector at OPTeam S.A.) 17/86 72 120; By letter with the note "GDPR" to the address: OPTeam S.A., Tajęcina 113, 36-002 Jasionka.

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