

## Privacy Policy

contact form Privacy policy



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#### 1. General provisions

1.1. The Privacy Policy is for information purposes only, which means it shall not be construed as a source of obligations for Customers or Clients. The privacy policy concerns the rules for data processing by the Administrator through the Contact Form including purpose, basis and the time of processing the data and the rights of a person whom the data concerns.

1.2. The controllers of personal data collected through the Contact Form are associates of Instalsolutions Group Sp. z o.o. (Maciej Nitka and Maciej Nowicki) who conduct the business activity cooperatively (registered office address and address of service: 6 Jagodowa St, 62-300 Września, NIP 7822601841, REGON 36338082, email address: [biuro@instalsolutions.pl](mailto:biuro@instalsolutions.pl)) – hereinafter referred to as the “Administrator”.

1.3. The personal data collected through the Contact Form are processed by the Administrator in accordance with applicable law, particularly in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/WE (The General Data Protection Regulation: <http://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32016R0679>) (hereinafter: GDPR)

1.4. The Use of the Contact Form and providing user’s personal data is voluntary.

1.5. The Administrator takes the utmost care so that the interest of the personal data owners are protected, especially they assure that the data collected are:

- (1) Processed in compliance with the applicable law;
- (2) Collected for indicated, legal purposes and not processed if it is not compliant with these purposes;
- (3) Substantively correct and adequate to the purposes for which they are processed;
- (4) Stored in a form allowing identification of persons they refer to, not longer than it is necessary to achieve the goal of processing;
- (5) Processed in a manner that provides appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

1.6. Taking into account the nature, scope, context and purposes of the processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the Administrator implements appropriate technical and organisational measures to ensure a level of security for processed data appropriate to the GDPR. The Administrator applies measures to protect electronically sent data from unauthorized access and modification.

## 2. Basis for data processing

2.1. The Administrator is entitled to personal data processing only if and to the extent that at least one of the following applies:

- (1) the data subject has given consent to the processing of their personal data for one or more specific purposes;
- (2) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (3) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (4) processing is necessary for the purposes of the legitimate interest pursued by the Administrator or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data in particular where the data subject is a child.

2.2. The processing of personal data by the Administrator each time requires having at least one basis indicated in item 2.1 of the privacy policy. Specific basis for processing personal data by the Administrator are specified in the following point of the privacy policy – as regards the specific goal of processing personal data by the Administrator.

## 3. PURPOSE, BASIS AND PERIOD OF DATA PROCESSING

3.1. Each time, the purpose, basis and period as well as the recipients of personal data being processed by the Administrator result from actions undertaken by a given Service Recipient or the Administrator.

3.2. The Administrator may process the personal data given in the Contact Form for the purposes and within the periods as follows:

Purpose of data processing	Legal basis of data processing	Period of data storage
Answering queries sent to the Administrator through the Contact Form	Article 6, par. 1, point a) of the GDPR (contact performance) – the data subject has given consent to the processing of their personal data for one or more specific purposes.	The data shall be stored for the period necessary to achieve the purpose set out in point 3.

#### 4. CONTACT FORM DATA RECIPIENTS

4.1. The Administrator does not use third party data processors.

#### 5. RIGHTS OF THE DATA SUBJECT

- 5.1. The right to access, rectify, restrict, erase or transmit –the data subject has to right to demand the Administrator to have access to their personal data, rectify, erase ('the right to be forgotten') or restrict the data processing and shall have the right to object to the processing and transmit their data. Detailed conditions of the above mentioned rights are indicated in Articles 15-22 of the GDPR.
- 5.2. The right to withdraw the consent at any time –the person whose data are being processed by the Administrator on the basis of the consent given (pursuant to Article 6, par. 1, point a) or Article 9, par 2 lit a) of the GDPR) has the right to withdraw their consent at any time without affecting the legality of processing performed on the grounds of consent prior its withdrawal.
- 5.3. The right to lodge a complaint with a supervisory authority–the person whose data are being processed by the Administrator has the right to lodge a complaint with a supervisory authority in a manner and under the procedure specified in the provisions of the GDPR and the Polish law, particularly the Act on Personal Data Protection. The supervisory authority in Poland is the President of the Personal Data Protection Office.
- 5.4. The right to object –the data subject has the right to file an objection at any time – due to their particular situation – against the processing of their personal data based on Article 6, par. 1, point e) (public interest or official authority) or f) (legitimate interest of an administrator) including profiling based on the provisions. In such a case, the Administrator is no longer allowed to process the personal data, unless they demonstrate compelling legitimate grounds for the processing which override interests, rights and freedoms of the data subject, or grounds to establish, pursue or defend the claims.
- 5.5. The right to object as regards direct marketing –if the personal data are being processed for direct marketing, the data subject has the right to file an objection, at any time, against processing their personal data for direct marketing including profiling to the extent to which the processing is related to direct marketing.
- 5.6. In order to execute the rights provided for in this paragraph of privacy policy one may contact the Administrator by sending them an appropriate message in writing or via e-mail to the address given by the Administrator in paragraph 1 of the privacy policy or by using the Contact Form on the website.

#### 6. FINAL PROVISIONS

6.1. The privacy policy applies only to the Contact Form.