

## GDPR

Protection of personal data is one of the key tasks performed by Orimat sp. z o.o. with a seat at: ul. Mochneckiego 25/4, 35-016 Rzeszów, KRS (National Court Register) number 0000543871. We shall regularly inform you about important changes in legal regulations, including rights of data subjects. In 2016, the European Parliament published Regulation 2016/679 known as General Data Protection Regulation, hereinafter referred to as "GDPR". It has been in force in the European Union since 25 May 2018.

## PERSONAL DATA PROCESSING

### Frequently asked questions with regard to obligatory information:

<b>What is GDPR?</b>	This is an abbreviation for General Data Protection Regulation. GDPR, inter alia, introduces new rights for physical persons whose data are processed. One of the obligations defined for data controllers is to inform data subjects about the fact that their personal data are processed.
<b>Can you access your own personal data?</b>	Yes. You can obtain full access to your personal data. You can also manage your consents for data processing as far as such personal data are acquired based on such consents.
<b>Who controls your personal data?</b>	The Controller of your personal data is Orimat Sp. z o.o. with a registered seat in Rzeszów, ul. Mochneckiego 25/4, 36-016 Rzeszów, KRS (National Court Registry) number 0000543871. You may identify us with other brands presented at: <a href="http://www.kfeholding.com/nasze-marki/">http://www.kfeholding.com/nasze-marki/</a> In any matters related to protection of your personal data you can contact the Data Controller via email: <a href="mailto:office@orimat.eu">office@orimat.eu</a> or at the phone number: +48 22 465 90 09 or you can contact the Data Protection Inspector.
<b>How can you contact the Data Protection Inspector?</b>	You can contact the Data Protection Inspector appointed by the Data Controller by sending an e-mail to: <a href="mailto:office@orimat.eu">office@orimat.eu</a>
<b>Why do we process your personal data?</b>	We process personal data for purposes connected with ongoing cooperation, as well as related to maintaining mutual relations and initiating cooperation in the future. We can also process data for marketing and information related purposes, e.g. in communications on the current operations of our company, as part of the newsletter service. Legal basis for the processing of your data is derived from: <ul style="list-style-type: none"><li>a) Consent (Art. 6 (1), point a, GDPR) – if we have not started business cooperation with you but we want to inform you about our operations and products on offer;</li><li>b) Obligation resulting from a legal regulation (Art. 6 (1), point c, GDPR) – if you file a complaint related to the services delivered by us, or if we are required by regulations (in particular) related to tax laws to store information for evidentiary purposes;</li><li>c) Contract concluded (Art. 6 (1), point b, GDPR) – if we have initiated cooperation or based on a personal data processing agreement, e.g. we process personal data of your Employees, if it is necessary to ensure proper delivery of the services,</li><li>d) Legitimate interest pursued by us (Art. 6 (1), point f, GDPR):<ul style="list-style-type: none"><li>● if you already are our client and, as part of our cooperation we want to keep you informed about our company's operations and products on offer (marketing of our own products and services),</li><li>● in a situation when our cooperation has ended, we shall continue storing certain information in order to determine, defend or assert mutual claims, or for data archiving related purposes.</li></ul></li></ul>
<b>Who receives your personal data?</b>	1. Your personal data may be transferred to entities which process personal data for us under related agreements, or which are entitled to receive personal data in accordance with applicable legal regulations. Personal data processed in connection with our website are entrusted to the entity which provides hosting services for us. Your personal data will also be transferred to our authorised employees or partners

	for purposes related to their responsibilities.
<b>Do we intend to transfer your personal data to a third country or to an international organisation?</b>	At present we are not planning to transfer your personal data outside of the European Economic Area or to an international organisation.
<b>How long are we going to store your personal data?</b>	We shall store your personal data: <ul style="list-style-type: none"> <li>● for a period of time defined by tax law regulations (i.e. a maximum of five years following the end of the year during which a specific economic event took place);</li> <li>● for as long as you do not file a request to erase your data (in the cases when this right can effectively be applied).</li> <li>● in any other situations, for as long as necessary to achieve a defined goal.</li> </ul>
<b>What rights do you have in connection to your personal data?</b>	In connection with the processing of your personal data by us, you are entitled to: <ul style="list-style-type: none"> <li>● access your data (Art. 15 GDPR),</li> <li>● rectify your data (Art. 16. GDPR),</li> <li>● have your data erased (Art. 17 GDPR),</li> <li>● restrict the processing of your data (Art. 18 GDPR),</li> <li>● have your data transmitted (Art. 20 GDPR),</li> <li>● object to processing of your data (Art. 21 GDPR),</li> <li>● refuse to be subject to a decision based solely on automated processing, including profiling (Art. 22 GDPR).</li> </ul>
<b>Who can you complain to?</b>	If you believe that the processing of your personal data by the Data Controller violates the provisions of GDPR, you may lodge a complaint with the supervising authority, i.e. President of the Office for Personal Data Protection.
<b>Is the provision of personal data voluntary or obligatory?</b>	The provision of personal data is voluntary, however such data are necessary for the delivery of services. Lack of such data can make it difficult or impossible to handle any related matters in a way meeting your expectations. However, provision of data is mandatory if these are subject to processing based on Art. 6 (1), point c GDPR i.e. in connection with a legal obligation.
<b>How did we obtain your personal data?</b>	We have acquired your personal data directly from you (in the process of executing a contract) or from generally accessible sources such as business activity registers, e.g. Business Activity Central Register and Information Record (CEIDG) or National Court Register (KRS). The information acquired this way includes identification data (electronic identification), such as company name, address, basic contact data, and scope of business operation.
<b>Will your personal data be processed in an automated manner?</b>	Your personal data shall not be subject to decisions issued in an automated manner, and shall not be subject of profiling.
<p><b>RULES FOR PROCESSING OF REQUESTS RELATED TO THE CLIENT’S RIGHTS REGARDING THEIR PERSONAL DATA</b></p> <p>Individual clients and institutional clients (physical persons conducting business activity, partners operating in civil law companies, members of bodies authorised to represent commercial law companies) are entitled to file requests related to their rights under GDPR, and the Data Controller shall process these in accordance with the following principles:</p> <p>The Client may file a request with the Data Controller at any time, starting from 25 May 2018.</p> <p>1. The Data Controller shall process a request filed by the Client or a person acting on his/her behalf:</p> <ul style="list-style-type: none"> <li>– within one month from the date such request is received,</li> <li>– if the request or a number of requests are of complex nature, the deadline for responding may be extended by two months; in such a case the Data Protection Inspector shall, within one month from</li> </ul>	

- the receipt of the request, inform the Client by letter about such extension and the reasons for it,
- if no action is taken in connection with the Client's request, the Data Protection Inspector shall promptly, at the latest within one month from the receipt of the request, inform the Client by letter about the reasons for failing to take action, and about the option of lodging a complaint with the supervising authority and of using means of legal protection in a court of law.

2. A Client may file a request for enforcement of their rights and liberties. The request should contain address information and present the type and details of the related claim.
- 3.
4. The Client may submit the completed request to the Data Controller's headquarters or send it via electronic mail to: [office@orimat.eu](mailto:office@orimat.eu)
- 5.
6. The time limits for the processing of the request run from the date the Client's request is received by the Controller.
- 7.
8. The Client is entitled to file a complaint if the Controller fails to meet the deadline for responding.
- 9.
10. Acting on behalf of the Controller, the Data Protection Inspector provides a response to the Client in writing, by registered letter with delivery confirmation, or via electronic mail, in accordance with the Client's preferences.
- 11.
12. No fees or payments are charged by the Controller for accepting and processing of the request.
13. If you have any questions related to filing requests, please contact the Data Protection Inspector via e-mail address: [office@orimat.eu](mailto:office@orimat.eu)

Legal basis: 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/EC [\(OJ L 119 of 4 May 2016\)](#)