LEGAL NOTICE

Dear Ladies and Gentlemen,

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as the GDPR), I inform you that:

1. The controller of your personal data is the Association of Polish Electrical Engineers n - Quality Testing Office - economic agenda of the Association of Polish Electrical Engineers with its registered office in Warsaw, 00-050 Warsaw, Świętokrzyska 14. As a controller, we are responsible for their use in a safe and legally compliant manner.

2. Your personal data obtained in the course of cooperation, including the conclusion of contracts and within their term will be used for the following purposes:

1. **conclusion and performance of a contract between us**, including the assurance of adequate quality of the services, for the duration of the contract and settlement after its termination (legal basis: Article 6(1b) of GDPR),

2. **compliance with the legal obligations incumbent on the controller**, e.g:

▪ issuing and storing invoices and accounting documents,

▪ responding to your inquiries and complaints

We will use the data required to fulfil our legal obligations:

▪ for the duration of the performance of duties, e.g. the issuing of invoices or other documents as a basis for settlements between us (legal basis: Article 6(1c) of GDPR),

▪ for as long as the law requires us to retain data, e.g. tax data (legal basis: Article 6(1c) of GDPR),

3. **establishment, defence and enforcement of claims**, including, but not limited to, the sending of orders for payment, for a period after which the claims arising from our contract expire (legal basis: Article 6(1)(f) of GDPR),

4. **creation of compilations, analyses and statistics** for our internal purposes; this includes, in particular, reporting, planning the development of services - for the duration of the contract and then no longer than for the period after which the claims arising from the contract are time-barred (legal basis: Article 6(1f) of GDPR.

**For the purposes mentioned above, we will not perform profiling, i.e. automated analysis of your data and preparation of predictions about preferences or future behaviour.**

3. In order to conclude a contract, we require you to provide us with your details on the request - if you do not provide them, we will not conclude the contract. In addition, we may ask for optional data that do not affect the conclusion of the contract - if we do not receive them, we will not be able to call you at your contact number, for example. The provision of data at the conclusion of a contract **is not a statutory requirement.**

4. We transfer your data to:

1. **data processors** on our behalf who participate on our behalf in the performance of our activities:

▪ subcontractors who support us, e.g. in the performance of testing services, correspondence handling or client service process

▪ entities operating our IT and ICT systems,

▪ our audit, legal and advisory service providers;

2. **other data controllers** processing data on their own behalf, including:

▪ postal or courier companies,

 payment service providers (banks, payment institutions) to make refunds to you or to ensure the operation of the direct debit service.

Currently, we do not plan to transfer your data outside the EEA (including the European Union, Norway, Liechtenstein and Iceland).

5. You may make a request (concerning your personal data) for:

1. **correction** of data;

2. **deletion** of the data being processed;

3. **restriction of processing** (suspension of operations on data or non-deletion of data, as requested);

4. **access** to data (information about the data processed by us and a copy of the data);

5. **transfer of data** to another controller (to the extent specified in Article 20 of the GDPR).

You may exercise these rights by filing an application at the seat of the Association. To ensure that you are entitled to submit an application, we may ask you to provide additional information to enable us to authenticate you. The scope of each right and the situations in which it may be exercised are determined by law. The rights that you may exercise will depend, for example, on the legal basis on which we use the data and the purpose for which they are processed.

6. Right to object

Irrespective of the rights mentioned above, you may object at any time to the processing of your data if the basis for the use of the data is our legitimate interest. In such a situation, after considering your request, we will no longer be able to process personal data subject to objection on this basis, unless we can demonstrate that there are valid legitimate grounds for processing data that are considered by law to have precedence over your interests, rights and freedoms, or grounds for establishing, asserting or defending your claims.

**7. Consent**

If the processing of your data is not necessary for the conclusion of a contract, fulfilment of a legal obligation or our legitimate interest, we may ask you to give your consent to certain uses of your data. You may revoke your consent to us at any time (without affecting the lawfulness of any processing that has been carried out on the basis of consent prior to revocation).

**8. Complaint**

You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the law.

**9. Contact us**

Our contact details: Association of Polish Electrical Engineers with its registered office in Warsaw, 00-050 Warsaw, Świętokrzyska 14, phone +48 22 55-64-30, e-mail: iod@sep.com.pl.