

Information on the Processing of Personal Data

We hereby inform you that we process your personal data provided to us in relation to the order submitted to us. Details of this can be found below.

Personal Data Administrator

The administrator of your personal data is Lech Świątek, operating a business enterprise as PPUH "LECH", ul. Krajowa 17, 62-025 Kostrzyn, NIP: 782-000-03-33, biuro@lech-tkaniny.pl, tel: + 48 513 736 026

Purpose of and Grounds for Processing

Data are processed for the following purposes:

- to conclude and execute the agreement (art. 6 section 1 letter b of GDPR),
- to issue invoices and maintain and store accounting documentation (art. 6 section 1 clause c of GDPR),
- archival (evidential) purposes for a possible future legal need to demonstrate facts and determine, make or defend oneself against claims, which is our legitimate interest (art. 6 section 1 clause f of GDPR),
- analytical purposes such as the selection of services for our clients, optimisation of our products or services based on the clients' comments, optimisation of service standards based on the sales and after-sales service history, which is our legitimate interest (art. 6 section 1 clause f of GDPR),
- to survey clients' satisfaction and determine the quality of our service, which is our legitimate interest (art. 6 section 1 clause f of GDPR),

Recipients of Data

With regard to the purchase made, the processing of your data may be entrusted to the following entities:

1. ERP software supplier – to use the ERP StreamSoft system in which your personal data can be processed,
2. IT subcontractor – to use the IT support provided by an external entity which may have access to your personal data due to the technical works,
3. Courier companies – to fulfil an order and a delivery against it, which may require your personal data to be processed,
4. Insurance companies – to process payment insurance and proceed with debt collection, which may require your personal data to be processed,

5. Warehouse operation software supplier – to implement and operate the WMS warehouse system, which may require your personal data to be processed,
6. Customs agencies – to provide customs services, which may require your personal data to be processed,
7. The subcontractor taking part in the sales process, which may require your personal data to be processed,
8. Monitoring institutions – to monitor business partners and debtors, which may require your personal data to be processed,
9. Marketing agencies – to carry out marketing operations, which may require your personal data to be processed.

Data Storage Period

Your data shall be processed until the limitation period for the claims under the agreement has expired. The data contained on the invoices shall be processed until the end of the period over which the accounting documentation must be kept according to the law. Furthermore, some data may also be processed after the end of the aforementioned periods of time during which we continued our business operation for archival, analytical and statistical purposes that are described in greater detail above as part of the indication of the purposes of and grounds for the data processing.

Rights related to Processing

You have the following rights related to the processing of your personal data:

- right to have access to your data and to obtain their copy,
- right to rectification of (to correct) your data,
- right to erasure of data (if, in your opinion, there is no reason for us to process your data, you can demand us to erase them),
- right to restrict the processing of the data (you may demand us to restrict the processing of the data exclusively to their storage or operations approved by you if we have incorrect data of yours or process them groundlessly),
- right to object to the processing of data (you have the right to object to the processing based on a legitimate interest; you should inform us about a specific situation which, in your opinion, provides grounds for you to cease the processing which you have objected to. We shall cease the processing of your data for these purposes unless we prove that the grounds for us to process the data override your rights or that your data are indispensable for use to determine, make or defend claims),
- right to data portability (you have the right to get the personal data which you have provided to us under an agreement or pursuant to your consent in a structured, commonly used and machine readable format. You can order us to send these data directly to another entity),

- right to lodge a complaint to a supervisory body (if you find us to have been processing your data in an illegal way, you may lodge a relevant complaint to the President of the Personal Data Protection Office or another competent supervisory body).

To execute your rights, please address your demand to the following e-mail address: biuro@lech-tkaniny.pl. Please remember that we will need to have you properly identified before you exercise your rights.

Information on Requirement / Voluntary Basis for the Provision of Data

You must provide data in order for the purchase to be completed.