**Information on processing personal data of Customers'/Contractors' representatives**

In connection with the cooperation between Colombe Marta Chrapka s.j. and the entity you represent (our Contractor), and in connection with the fact that from 25.05.2018 the provisions of the GDPR, i.e. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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 are in force, while respecting your privacy, as well as ensuring that you know who and how processes your personal data, here is some information that will help you determine this.

1. The administrator of your personal data, including identification, address and contact data, is Marta Chrapka as a partner in a general partnership named Colombe Marta Chrapka with its registered office in Warsaw (00-681) at 61 Hoża Street (ADO).
2. We are not obliged to appoint a Data Protection Officer, but in all matters relating to the protection of personal data you can contact the following e-mail address sklep@colombe.pl
3. We have obtained your personal information from our contractual partner.
4. ADO will process the following categories of data: identification, contact details, job title and position within the organizational structure.
5. Personal data will be processed by us for the following purposes and on the following grounds: a. for the purpose of performance of the agreement concluded between us and our Contractor (the Agreement), i.e. pursuant to Article 6(f) of the GDPR (this basis will be referred to as our legitimate interest); our legitimate interest in this case is to ensure the proper performance of the Agreement; b. in order to defend against any and all claims, i.e. based on our legitimate interest; our legitimate interest herein is to ensure that effective legal action can be taken to defend against any and all claims that our contractor may have against us.; c. if the received personal data are included in the accounting documents, an additional basis and purpose will be to fulfil our obligations under the accounting regulations and tax regulations, including archiving obligations, i.e. Article 6(1)(c) of the GDPR.
6. You have the right to request access, rectification and deletion of your personal data and, moreover, to request a restriction of processing.
7. You also have the right to object, on grounds relating to your particular circumstances, to processing carried out by us for purposes relating to our legitimate interest.
8. The recipients of your personal data will be entities to whom we are obliged to transfer data under the applicable law (including tax authorities competent for us), entities providing IT, accounting, courier or postal or advisory services.
9. Personal Information will be retained during and after the term of this Agreement, that is until the expiration of our obligation to archive documents relating to the conclusion or performance of this Agreement or the statute of limitations on mutual claims between us and our contractor (whichever is later).
10. If you consider that the processing of personal data is not in compliance with the regulations of the GDPR, you may file a complaint with the President of the Office for the Protection of Personal Data.
11. There will be no automated decision-making, including profiling, in the course of the processing of your personal data.
12. Due to our use of Google services and virtual disks, your data may be transferred outside the European Economic Area. The transfer in all cases is based on the decision of the European Commission of 12 July 2016 stating the appropriate level of data protection in the "Privacy Shield" programme.
13. As the administrator, we have entered into an agreement in which we have agreed on the scope of our liability for the fulfilment of the obligations arising out of the GDPR. In particular, we have agreed that: a. Marta Chrapka is responsible for the fulfilment of the information obligation, which has been carried out herein; b. Marta Chrapka is responsible for enabling you to exercise the rights set out in points 4 and 5 above.