

INFORMATION ON DATA ADMINISTRATOR AND RIGHTS OF DATA SUBJECTS

The Data Administrator is the furniture manufacturer Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B.

Acting as the Personal Data Administrator, Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, collects your personal data related to the sale of its products, the purchase of components or the employment of personnel. Your personal data are only collected as long as the applicable laws and regulations so require or – in case of recruitment – until the end of the recruitment process. The personal data collected by Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, include:

- in case of suppliers: given names, surname, company name, e-mail address, telephone number, fax number, NIP (VAT number), REGON (statistical number), seat address, bank account number, website address, address of residence,
- in case of employees or former employees: only the data required by the applicable laws and regulations, i.e. e-mail address, telephone number, employment history, education,
- in case of potential employees: given names, surname, address of residence, e-mail address, telephone number, employment history, education,
- in case of customers: information necessary for concluding agreements, in particular: given names, surname, address of residence, address of delivery, PESEL (national personal identification number), NIP, telephone number, e-mail address.

The personal data are processed by Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, **for the following purposes:**

- fulfilling obligations resulting from the applicable laws and regulations, in particular for the purpose of issuing and archiving invoices and accounting documents,
- fulfilling employer's obligations,
- recruiting personnel,
- protecting the rights of the Data Administrator.

Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, **may transfer the personal data to the following third parties:**

1. Its business partners and providers of accounting, information technology, postal, courier and transport services;
2. The above third parties shall be obliged by Fabryka Mebli Taranko Aleksander Taranko on the basis of data processing agreements to apply the required safety measures, in particular technical and organisational measures, in order to protect the personal data and to process them only as instructed by Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, and in compliance with the applicable laws and regulations.

3. The personal data may also be transferred to regulatory bodies and competent authorities if it is necessary for fulfilling their obligations resulting from the applicable laws and regulations. Such bodies include in particular: courts, fiscal bodies, social insurance institutions and other bodies authorised on the basis of the applicable laws and regulations.

Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, undertakes to apply the required safety measures, both technical and organisational ones, in order to protect the personal data. The personal data shall be kept by Fabryka Mebli Taranko Aleksander Taranko and / or data processors, only as long as it is necessary for the purposes they are collected for, for fulfilling the obligations resulting from the applicable laws and regulations, for securing materials required for any legal proceedings (including fiscal ones) and within the periods of limitation related to your claims or any claims of Fabryka Mebli Taranko Aleksander Taranko.

According to the applicable laws and regulations any person whose data are processed by Fabryka Mebli Taranko Aleksander Taranko with its registered office in 14-300 Morąg, ul. Przemysłowa 21 B, ("Data Subject") has the following rights:

- the right to file a complaint to the competent regulatory body, i.e. the President of the Personal Data Protection Office,
- the right to request access to the personal data: the Data Subject is authorised to enquire whether any personal data referring to him or her are processed and if so, the Data Subject has the right to obtain access to them,
- the right to receive copies of his or her personal data; the Data Administrator may charge a reasonable fee for such copies resulting from incurred administrative costs,
- the right to correct and to complete his or her personal data,
- the right to request the removal of his or her personal data, the so-called "right to be forgotten",
- the right to restrict the processing of his or her personal data to certain purposes,
- the right to transfer his or her personal data, i.e. the right to receive the data in a structured, standard, machine-readable format and to transfer them to another administrator; if technically possible, the Data Subject has the right to request the Data Administrator to send his or her data to another administrator,
- the right to file an objection to processing his or her personal data for particular personal reasons if the personal data are processed under Art. 6(1.e) and 6(1.f) of the Personal Data Protection Order (RODO), i.e.
 - the processing is necessary for performing any public interest tasks or as part of public powers exercised by the administrator,
 - the processing is necessary for purposes resulting from legally justified interests of the administrator or any third parties, unless the interests or basic rights of the data subject are superior to those of the administrator or any third parties and require personal data protection, in particular in case of data subjects who are children.

- In addition, objections to processing personal data for direct marketing purposes may be filed at any time.

- In case of processing personal data under Art. 6(1.a) or Art. 9 (2.a) of the Personal Data Protection Order – i.e. if the Data Subject has agreed to processing his or her personal data for one or more specific purposes (Art. 6(1.a)), or if the Data Subject has expressly agreed to processing his or her personal data for one or more specific purposes (Art. 9 (2.a)) – the Data Subject may revoke his or her consent at any time. Such revocation shall not affect the legality of any data processing carried out before the consent was revoked.

For the Data Administrator

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