

Information on data processing for recipients and senders of electronic messages.

The administrator of your personal data is **Śnieżka Trade of Colours Spółka z ograniczoną odpowiedzialnością**, the company's seat: 00-867 Warsaw, ul. Chłodna 51 mailing address: 39-207 Brzeźnica, ul. Dębicka 44, (hereinafter referred to as: "We" or "Administrator")

For what purpose and on what basis are your data processed?

We will process your personal data in accordance with the law, including 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 (General Data Protection Regulation), hereinafter referred to as: "GDPR", for the following purposes:

1. to enable e-mail contact with persons representing our organisation and make contact with the addressees, as well as document arrangements made via e-mail on the basis of Article 6 sec. 1 item f) of the GDPR, where the legitimate legal interest is to conduct correspondence and the possibility of demonstrating the arrangements made in the course of the correspondence;
2. to implement concluded commercial agreements if you are a party to such an agreement (legal basis: Article 6 sec. 1 item b) of the GDPR and in order to strive to conclude such an agreement;
3. if you are a representative/associate of an entity with which we liaise, your data are processed on the basis of Article 6 sec. 1 item f) of the GDPR, where the legitimate legal interest is to properly implement the agreement concluded between us and your employer/client and contact regarding cooperation; In such case, if you do not contact us directly, your data may have been transferred to us by the entity you represent/with which you liaise;
4. to record the concluded agreements and their settlement, pursuant to the provisions of the tax law, the Accounting Act (legal basis: art.6 sec. 1 item c) of the GDPR);
5. to consider complaints from persons submitting a complaint pursuant to art. 6 sec. 1 item f) of the GDPR in connection with Art. art. 6 sec. 1 item c) of the GDPR, where the Administrator's legitimate interest is to consider a complaint submitted by the sender of the correspondence.
6. to establish, investigate or defend against claims that are the implementation of our legitimate interest and for archival purposes (legal basis: Article 6 sec. 1 item f) of the GDPR).

If the correspondence addressed to us includes data of specific categories, the legal basis for their processing will be the consent expressed voluntarily. If the sender did not include consent in their correspondence, they will be asked to do so or the data will be deleted. Lack of consent is tantamount to the inability to process data of specific categories.

Who will we share your data with?

Your personal data will be transferred to entities entrusted with the processing of personal data on behalf of and for the benefit of the Administrator, in particular in the scope of IT services, debt collection, advisory services, auditing, administrative, accounting and tax services. We entrust data only to verified entities that ensure an appropriate level of data protection security.

How long will we store your personal data?

We keep correspondence:

- if the basis for the processing of data contained in the correspondence is the legitimate interest of the administrator - until the data subject objects, unless the messages contain content essential for pursuing claims or defending against claims, then the correspondence will be kept until the claims are time-barred in accordance with the Civil Code;

- if the data contained in the correspondence is necessary for the performance of the agreement concluded with customers and contractors - until the claims are time-barred in accordance with the Civil Code;
- if the basis for the processing of data contained in the correspondence is the consent of the data subject - until the consent is withdrawn.

What are your rights?

By contacting our **Data Protection Officer** at the following e-mail address: dane.osobowe.toc@sniezka.com you can exercise your rights, i.e.:

- the right to access to your personal data and receive the copies of personal data processed;
- the right to correct any irrelevant data;
- the right to request for deletion of data (right to be forgotten) in the case of circumstances specified in art. 17 of the GDPR;
- the right to request to limit data processing in the cases specified in art. 18 of the GDPR;
- the right to raise objections to data processing in the cases specified in art. 21 of the GDPR;
- the right to data transfer applies only if the legal basis for processing is consent or agreement implemented;
- the right to a complaint: you have the right to lodge a complaint to the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw, <https://uodo.gov.pl/pl/p/dla-obywatela>), if you consider that the processing of your personal data violates the provisions of the GDPR.

We kindly inform you that providing personal data is voluntary, however, it is necessary to exchange e-mail correspondence. Failure to provide data will result in the inability to exchange e-mail correspondence.

Please note that:

- the administrator may refuse to delete the data despite submitting such a request, provided that one of the exceptions listed in the GDPR applies, e.g. when data processing is necessary to fulfil a legal obligation or to establish, investigate or defend claims;
- in some cases, the administrator may refuse to take into account the objection to the processing of data on the basis of the legitimate interest of the administrator, when there are valid legitimate grounds for data processing that override the interests, rights and freedoms of the data subject or there are grounds for establishing, investigating or defending claims.

Contact

If you need further information related to the personal data protection or want to exercise your rights, contact us:

E-mail: dane.osobowe.toc@sniezka.com

Śnieżka Trade of Colours Sp. z o.o. with its seat: 00-867 Warszawa, ul. Chłodna 51; mailing address: 39-207 Brzeźnica, ul. Dębicka 44