

PRIVACY POLICY AMCO SP. Z O.O.

1. INTRODUCTION

In connection with its business, the Administrator collects and processes personal data in accordance with the relevant regulations, in particular with the GDPR and the data processing rules provided for in them.

The administrator pays attention to respecting the privacy of individuals. Our priority is to protect the rights and freedom of people who have provided us with their personal data, regardless of the purpose of such disclosure. We understand the importance of personal data confidentiality.

This Policy has been adopted in order to fulfill the obligation of transparent data processing, including in particular the fulfillment of the information obligation regarding objectives and other information about the principles of personal data processing for individuals. Please read this Policy carefully.

2. DEFINITIONS

Administrator - AMCO Sp. z o.o. with registered office in Radzymin (05-250), Kasztanowa 88, Dybów Kolonia, according to the GDPR, the administrator is an entity that sets goals and methods of personal data processing;

personal data - all information about natural person identified or identifiable by one or more specific factors determining the physical, physiological, genetic, psychological, economic, cultural or social identity, including image, voice recording, contact details, location data, information contained in correspondence, information collected via the recording equipment or other similar technology;

Policy - this Privacy Policy;

Regulation 2016/679, GDPR - Regulation of the European Parliament and of the Council (EU) 2016/679 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 ;

data subject - any natural person whose personal data is processed by the Administrator, e.g. a person visiting the Administrator's premises or sending a request to him in the form of an e-mail;

profiling - any form of automated processing of personal data, which involves the use of personal data to assess some of the personal person's personal factors, in particular to analyze or forecast aspects of the effects of the work of that individual, its economic situation, health, personal preferences, interests, credibility, behavior, location or movement;

2. GENERAL INFORMATION ON THE PROCESSING OF PERSONAL DATA BY THE ADMINISTRATOR

Below you can find general information about the data processing by the Administrator. They apply to all data subjects which personal data is processed by the Administrator. Detailed information on the purposes of processing can be found in point 4 of the Policy.

1) The administrator of your personal data is AMCO Sp. z o.o. . with registered office in Radzymin (05-250), Kasztanowa 88, Dybów Kolonia, e-mail: amco@amco.pl

2) You have the right to access the data and demand their rectification, deletion, processing restrictions and the right to transfer personal data.

3) You have the right to object to the processing of data on the basis of the legitimate interest of the Administrator for reasons related to your special situation.

4) You also have the right to lodge a complaint with the supervisory body dealing with the protection of personal data when you feel that the processing of your personal data violates the provisions of Regulation 2016/679.

5) Your data will not be profiled.

4. DETAILED INFORMATION CONCERNING THE PROCESSING OF PERSONAL DATA BY THE ADMINISTRATOR

A) PROCESSING DATA TO PARTICIPATE IN RECRUITMENT (EMPLOYMENT FORM - CONTRACT FOR WORK)

- 1) Your personal data contained in the employment application will be processed:
 - a) in order to comply with legal obligations related to the employment process, including in particular the Labor Code - the legal basis for processing is the legal obligation of the Administrator (Article 6 (1) c) of the General Regulation on Personal Data Protection No. 2016 / 679 (Regulation 2016/679) in connection with the provisions of the Labor Code);
 - b) in order to conduct the recruitment process in the scope of data not required by the provisions of the Labor Code - the legal basis for processing is consent (Article 6 (1) (a) of Regulation 2016/679);
 - c) for purposes of conducting future recruitment processes, in the case of consent to the processing of data for this purpose - the legal basis for processing is consent (Article 6 (1) a) of the Regulation 2016/679);
 - d) to establish or pursue possible claims or defend against such claims by the Administrator - the legal basis for data processing is the legitimate interest of the Administrator (Article 6 (1) letter f of Regulation 2016/679).
- 2) Your personal data will be provided to entities providing services to the Administrator in connection with recruitment processes, such as recruitment agencies, as well as IT systems and IT service providers.
- 3) Your personal data will be processed until the current recruitment and selection process of the candidate or candidates by the Administrator is completed (no more than 3 months from the end of the current recruitment), and to the extent that processing takes place on the basis of consent - to withdraw it, however, if you agree to the processing of data for the purposes of future recruitment, the data will be processed for no longer than 12 months. The processing period may be extended each time for a period of limitation of claims, if the processing of your personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator.
- 4) Each of the granted consents can be withdrawn at any time. Withdrawal of consent does not affect the legality of the processing carried out prior to its withdrawal. For evidentiary purposes, the Administrator requests withdrawal of consents in writing or electronically.
- 5) For the processing of personal data for the purposes of current (specific) recruitment, personal data is required by the Labor Code. The consequence of not providing this data is the inability to consider your candidacy in the recruitment process. For data not required by the Labor Code, data submission is voluntary. For the processing of personal data for the purposes of future recruitment, data submission is voluntary, but failure to do so to the extent required by the Labor Code means the inability to consider your candidacy in the process of future recruitment conducted by the Administrator.

B) PROCESSING DATA FOR PARTICIPATION IN RECRUITMENT (COOPERATION FORM - CIVIL LEGAL AGREEMENT)

- 1) Your personal data contained in the job offer will be processed:
 - a) in order to carry out the recruitment process currently conducted by the Administrator on the basis of art.6 par. 1 letter b) of the general regulation on the protection of personal data No. 2016/679 (Regulation 2016/679),
 - b) in order to conduct future recruitment processes, in the event of consent - the legal basis for processing is consent (Article 6 (1) (a) of Regulation 2016/679),
 - c) to establish or pursue possible claims or defend against such claims by the Administrator - the legal basis for data processing is the interest of the Administrator (Article 6 (1) letter f of Regulation 2016/679).
- 2) Your personal data will be provided to entities providing services to the Administrator in connection with conducting recruitment processes, such as recruitment agencies, as well as IT systems and IT service providers.
- 3) Your personal data will be processed until the actual recruitment and selection process of the candidate or candidates by the Administrator is completed (no later than 3 months from the end of recruitment), and to the extent that processing takes place on the basis of consent - to withdraw it, with in the case of consenting to the processing of data for the purposes of future recruitment, the data will be processed for no longer than 12 months. The processing period may be extended each time for a period of limitation of claims, if the processing of your personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator.

- 4) The consent may be withdrawn at any time. Withdrawal of consent does not affect the legality of the processing carried out prior to its withdrawal. For evidentiary purposes, the Administrator requests withdrawal of consents in writing or electronically.
- 5) Providing personal data is required by the Administrator for the purpose of conducting current recruitment. The consequence of not providing this data is the inability to consider your candidacy in the recruitment process. In the scope of data provided for the purpose of conducting future recruitment, data submission is voluntary.

C) CUSTOMERS – ALL ENTITIES THAT USE THE PRODUCTS / GOODS OFFERED BY THE ADMINISTRATOR IN THE CONDUCTED BY ITS ECONOMIC ACTIVITY: SOLE TRADERS, AGENTS, EMPLOYEES, AFFILIATES AND COOPERATING WITH CLIENTS AMCO REGARDLESS OF THEIR LEGAL FORM

- 1) Your personal data will be processed:
 - a) in order to perform the contract with the Administrator - the legal basis is the processing of personal data necessary for the performance of the contract (Article 6 (1) letter b) of the General Regulation on Personal Data Protection No. 2016/679 (Regulation 2016/679),
 - b) in order to perform public-law duties by the Administrator resulting mainly from the provisions of tax regulations, about accounting - the legal basis is fulfilling legal obligations incumbent on the Administrator (Article 6 (1) (c) of Regulation 2016/679,
 - c) for direct marketing of the Administrator's own products - the basis for data processing is the legitimate interest of the Administrator (Article 6 (1) letter f) of the Regulation 2016/679),
- 2) Personal data will be transferred by the Administrator to entities providing services to the Administrator such as: accounting and tax services, IT systems and IT services providers, postal operators and couriers, entities providing legal services, marketing agencies and other marketing service providers.
- 3) Personal data will be processed until the end of the contract or in the area of direct marketing of the Administrator, until the objection regarding processing for this purpose is submitted. The processing period may be extended each time for a period of limitation of claims, if the processing of personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator. After this period, the data will be processed only to the extent and for the time required by law (such as tax and accounting regulations).
- 4) Providing personal data is required by the Administrator for the purpose of concluding the contract and conducting ongoing cooperation. The consequence of not providing this data is the inability to conclude a contract.

D) POTENTIAL CUSTOMERS - ENTITIES TO BE PROMOTED BY PRODUCTS / GOODS OFFERED BY THE ADMINISTRATOR: SOLE TRADERS, REPRESENTATIVES, EMPLOYEES, COLLABORATORS AND PEOPLE COOPERATING WITH POTENTIAL AMCO CUSTOMERS, REGARDLESS OF THEIR LEGAL FORMS

- 1) Your personal data will be processed:
 - a) for direct marketing of the Administrator's own products - the basis for data processing is the legitimate interest of the Administrator (Article 6 (1) letter f) of the Regulation 2016/679),
 - b) in order to perform public-law duties by the Administrator resulting mainly from the provisions of tax regulations, about accounting - the legal basis is fulfilling legal obligations incumbent on the Administrator (Article 6 (1) (c) of Regulation 2016/679).
- 2) Personal data will be transferred by the Administrator to entities providing services to the Administrator such as: accounting and tax services, IT systems and IT services providers, postal operators and couriers, entities providing legal services, marketing agencies and other marketing service providers.
- 3) Personal data will be processed until the end of the contract or in the area of direct marketing of the Administrator, until the objection regarding processing for this purpose is submitted. The processing period may be extended each time for a period of limitation of claims, if the processing of personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator. After this period, the data will be processed only to the extent and for the time required by law (such as tax and accounting regulations).
- 4) Providing personal data is required by the Administrator for the purpose of concluding the contract and conducting ongoing cooperation. The consequence of not providing this data is the inability to conclude a contract.

E) CONTRACTORS – ENTITIES FROM WHICH SERVICES AND PRODUCTS ARE USED BY THE ADMINISTRATOR: SOLE TRADERS, REPRESENTATIVES, EMPLOYEES, COLLABORATORS AND PEOPLE COOPERATING WITH AMCO CONTRACTORS, REGARDLESS OF THEIR LEGAL FORMS

- 1) Your personal data will be processed:
 - a) for the purpose of implementing the contract with the Administrator - the legal basis is the processing of personal data necessary to perform the contract (Article 6 (1) (b) of the General Regulation on Personal Data Protection No. 2016/679 (Regulation 2016/679),
 - b) in order to perform public-law duties by the Administrator resulting mainly from the provisions of tax regulations, about accounting - the legal basis is fulfilling legal obligations incumbent on the Administrator (Article 6 (1) letter c) of Regulation 2016/679,
 - c) to establish or pursue possible claims or defend against such claims by the Administrator - the legal basis for data processing is the interest of the Administrator (Article 6 (1) letter f) of Regulation 2016/679).
- 2) Personal data will be transferred by the Administrator to entities providing services to the Administrator such as: accounting and tax services, IT systems and IT services providers, postal operators and couriers, entities providing legal services, marketing agencies and other marketing service providers.
- 3) Personal data will be processed until the end of the contract. The processing period may be extended each time for a period of limitation of claims, if the processing of personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator. After this period, the data will be processed only to the extent and for the time required by law (such as tax and accounting regulations).
- 4) Providing personal data is required by the Administrator for the purpose of concluding the contract and conducting ongoing cooperation. The consequence of not providing this data is the inability to conclude a contract.

F) PARTICIPANTS OF CONFERENCES, SEMINARS AND OTHER PROMOTIONAL EVENTS ORGANIZED BY THE ADMINISTRATOR

- 1) Your personal data will be processed:
 - a) to participate in a conference / training / seminar organized by the Administrator - the legal basis is the interest of the Administrator (Article 6 (1) lit f) of the General Regulation on Personal Data Protection No. 2016/679 (Regulation 2016/679),
 - b) for direct marketing of the Administrator's own products - the basis for data processing is the legitimate interest of the Administrator (Article 6 (1) lit f) of the Regulation 2016/679),
 - c) to establish or pursue possible claims or defend against such claims by the Administrator - the legal basis for data processing is the interest of the Administrator (Article 6 (1) letter f) of Regulation 2016/679).
- 2) Personal data will be provided by the Administrator to entities providing services to the Administrator such as: accounting services, IT systems and IT services providers, postal operators and couriers, hotels, entities renting rooms for training, marketing agencies and other marketing service providers.
- 3) Personal data will be processed until the event or the direct marketing of the Administrator is completed until the objection to the processing for this purpose is raised. The processing period may be extended each time for a period of limitation of claims, if the processing of personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator. After this period, the data will be processed only to the extent and for the time required by law (such as tax and accounting regulations).
- 4) Providing personal data is required by the Administrator for participation in the event. The consequence of not providing this data is the inability to participate.

G) PERSONAL DATA GIVEN BY DATA ENTITIES IN CONTACT FORMULATIONS ON SITE / CONTACT FOR E-MAIL ADMINISTRATOR ADDRESSES

- 1) Your personal data will be processed:
 - a) to service the request - the basis for data processing is the legitimate interest of the Administrator (Article 6 (1) letter f) of Regulation 2016/679),
 - b) direct marketing of the Administrator's own products - the basis for data processing is the legitimate interest of the Administrator (Article 6 (1) letter f) of the Regulation 2016/679),
 - c) to establish or pursue possible claims or defend against such claims by the Administrator - the legal basis for data processing is the interest of the Administrator (Article 6 (1) letter f) of Regulation 2016/679).

- 2) Personal data will be provided by the Administrator to entities providing services to the Administrator such as: IT systems and IT service providers, postal operators and couriers and other entities whose participation may be necessary in the implementation of inquiries, as well as entities conducting marketing activities for administrator.
- 3) Personal data will be processed for the period necessary to service the inquiry, and for the purpose of direct marketing will be processed until the objection regarding processing for this purpose is submitted. The processing period may be extended each time for a period of limitation of claims, if the processing of personal data will be necessary to establish or assert any claims or defend against such claims by the Administrator. After this period, the data will be processed only to the extent and for the time required by law.
- 4) Providing personal data is voluntary. The consequence of not providing this data is the inability to service the query.

5. VISUAL MONITORING AND ACCESS CONTROL

In order to ensure the safety of persons and property, the Administrator uses visual monitoring and controls access to premises and the premises of the registered office managed by him. Data collected in this way are not used for any other purposes.

Personal data in the form of recordings from monitoring and data collected in the register of entries and exits are processed in order to ensure security and order on the premises and possibly to defend against claims or to investigate them. The basis for the processing of personal data is the legitimate interest of the Administrator (Article 6 paragraph 1 letter f) of the GDPR consisting in ensuring the Administrator's security and protection of his rights.

6. IMPLEMENTATION OF THE RIGHTS OF RELATED ENTITIES

- 1) Every natural person whose personal data processed by AMCO have the rights specified in item 3 subsections 2) and 3) of the Policy.
- 2) Proceedings regarding submitted applications regarding the rights held are free of charge.
- 3) An application regarding the implementation of data subjects' rights may be submitted in writing to the address:

AMCO Sp. z o.o. Dybów Kolonia, Kasztanowa 88, 05-250 Radzymin

by e-mail to the following address:

amco@amco.pl

- 4) If the Administrator will not be able to identify the person submitting the application on the basis of the submitted application, he will ask the applicant for additional information or a special form of referral.
- 5) A response to the notification should be given within one month of its receipt. If it is necessary to extend this deadline, the Administrator informs the applicant about the reasons for the delay.
- 6) The answer is provided via traditional mail, unless the request was submitted via e-mail and the Administrator will decide on this form of reply.

7. MISCELLANEOUS AND FINAL

1) In order to ensure the integrity and confidentiality of data, the Administrator has implemented procedures that allow access to personal data only to authorized persons and only to the extent that it is necessary due to the tasks performed by them. The administrator applies organizational and technical solutions to ensure that all operations on personal data are registered and made only by authorized persons.

2) We reserve the right to make changes to this Privacy Policy. Change of Terms and Conditions does not require prior notice and enters into force when the new version is published at www.amco.pl. The Administrator encourages periodic reading of this Policy in order to track changes in their content.

3) The Administrator is not responsible for the content, functioning and security of websites or sites belonging to other entities to which links (links) are placed on this website. These websites operate independently and can not be controlled by the Administrator in any way. It is recommended that after switching to other websites, read the privacy policy or the terms of use of their owner.

4) The current version of the Policy was adopted on May 25th, 2018.