

PRIVACY POLICY I.E. RULES FOR THE PROCESSING OF PERSONAL DATA AT BASE GROUP SP. Z O.O.

by WWW.BASEMETAL.EU as information under ART. 13 SEC. 1 and 2 of the General Data Protection Regulation 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

PERSONAL DATA CONTROLLER ("PDC")

1. The Controller of your personal data is BASE Group Sp. z o.o. with its registered office in Koszwały at ul. Spacerowa 29, 83-020;
2. With regard to personal data, please contact us by sending a message to the above-mentioned postal address, preferably with the note: "Personal Data Inspector", or to the following email address: odo@base.pl
3. The Controller shall apply technical and organisational measures to ensure the protection of the processed personal data appropriate to the risks and categories of data protected, and in particular shall protect the data against unauthorised access, prevent the data from being taken by an unauthorised person, from being processed in violation of applicable regulations, and from being altered, lost, damaged or destroyed.

PURPOSE AND TIME OF PROCESSING

4. The Controller processes your personal data for the following purposes:
 - a) to offer our products and services (direct marketing) (legal basis: Art. 6 sec. 1(f) of the Regulation)
 - b) to process complaints in connection with contracts concluded with us and the orders placed (on the basis of Art. 6 sec. 1(b) of the GDPR);
 - c) to fulfil the statutory requirements imposed on us under, in particular, tax and accounting regulations (on the basis of Art. 6 sec. 1(c) of the GDPR);
 - d) to transfer data to shipping companies in order to deliver the goods ordered to the selected carrier or intermediary executing shipments on behalf of the Controller (on basis of Art. 6 sec. 1(b) of the GDPR)
 - e) to contact you at the indicated telephone number to respond to inquiries (on the basis of Art. 6 sec. 1(f) of the GDPR, as the so-called legitimate interest of the Controller)
 - f) to assert claims on account of our business activities and thus to process your data – the right of a data controller who is a businessman (on the basis of Art. 6 sec. 1(b) and 1(f) of the GDPR, as the so-called legitimate interest of the Controller, namely asserting our claims and defending our rights.
 - g) to carry out the recruitment process by sending data to www.basemetal.eu/praca in which the program provided by Elevato Sp. z o.o., namely elevatosoftware.com, participates.
5. The provision of personal data may be necessary to conclude and execute a Sales Agreement or commence a recruitment process.



www.base-group.pl
metal@base.pl



Base Group Sp. z o.o.
83-020 Koszwały, ul. Spacerowa 29



+48 58 301 36 65

6. Your personal data will be processed for a period justified for the purposes indicated in sec. 4, i.e.:
- a) for the period of provision of the service or execution of the order, until the withdrawal of the consent granted, or until an effective objection is made to the processing of the data in cases where the legal basis for data processing is the legitimate interest of the PDC.
 - b) The period of data processing may be extended when the processing is necessary for the establishment and assertion of possible claims or defense against them, and thereafter only if and to the extent required by law. Thus, the personal data provided by you for the purpose of:
 - conclusion and performance of an agreement will be processed for the duration of the agreement and until the expiry of the time limits for claims;
 - processing of complaints will be processed for 1 year after the warranty expiration date or settlement of the complaint;
 - archiving of billing documents will be processed until the expiration of the statute of limitations on tax liability;
 - handling of inquiries and other requests addressed to us, including ensuring the accountability of PDC's activities, will be processed for a period of 3 years;
 - recruitment process and, subject to separate consent, for subsequent recruitments, will be processed for a period of 2 years.

DATA RECIPIENTS

7. As part of particular Services, Trusted Partners may become the Recipients of your personal data. This includes providers of IT services, recruitment services, legal services, etc. Your data may also be provided to entities entitled to obtain them under applicable law, e.g. law enforcement agencies, in the event of a request by a given authority on the appropriate legal basis (e.g. for the purposes of ongoing criminal proceedings).

COOKIES AND PERFORMANCE DATA

8. Cookies are small pieces of information in the form of text files sent by a website and stored on the device of the person visiting the website (e.g. on the hard drive of a computer, laptop or on the memory card of a smartphone – depending on the device used by the person visiting the website). Detailed information on Cookies as well as the history of their creation can be found, for example, at <http://pl.wikipedia.org/wiki/Ciasteczko>.

9. The Controller may process the data contained in Cookies when visitors use the website for the following purposes:

- a) to keep anonymous statistics showing how the website is used.

10. The Controller uses Google Analytics services provided by Google Inc. (1600 Amphitheatre Parkway, Mountain View, CA 94043, USA). These services help the Controller analyse how the website is used.

11. In order to provide you with access to our profiles and customised advertising about our service, your data is also processed by the provider of applications such as:

- Facebook <https://www.facebook.com/BaseGroupKoszwały/>
- LinkedIn https://www.linkedin.com/company/basegroup-sp-z-o-o-?trk=top_nav_home
- as well as YouTube <https://www.youtube.com/user/BaseGroupKoszwały/videos>

This enables the development of the content of ads in a precisely tailored manner. Customers who do not simultaneously use Facebook, for example, cannot be analysed by Facebook and do not receive customised ads.



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THE RIGHT TO CONTROL, ACCESS AND AMEND DATA

12. In connection with the processing of your personal data, you have the right to:

- a) access your personal data,
- b) correct the data when they are inaccurate,
- c) erase or restrict the scope of the processing of the data,
- d) object to the processing of the data,
- e) transfer the data.

13. The supervisory authority for personal data is the Personal Data Protection Office. You have the right to lodge a complaint with the supervisory authority.

14. In the event that you provide your personal data for the purpose of concluding an agreement, the provision of personal data is a condition for concluding such an agreement. In such a case, the provision of personal data is voluntary, although failure to provide such data will result in the inability to conclude the agreement.



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