



Information on the protection and means of processing of personal data of natural persons in relation to the business of KB Folie Polska Spółka z o. o. with its registered office in Warsaw Pursuant to the provisions of 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.

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 enters into force as of 25 May 2018. For this reason, all entities within the European Union who have access to and process personal data of natural persons are required to perform processing operations in accordance with the above-mentioned legal instrument.

Accordingly, when processing personal data, KB Folie Polska Spółka z o. o., as the controller of your personal data, is likewise required to apply the abovementioned provisions.

I. Basis for the processing of personal data, data retention period

1. KB Folie Polska Spółka z o. o. obtains personal data of clients, employees and independent contractors for business or business-related purposes. The data are used only during the term of the relevant contract for the purpose of its performance.
2. In particular, the data are processed for the following purposes:
 - 2.1. implementation of pre-contractual measures agreed with the other party;
 - 2.2. conclusion and performance of obligations under contracts;
 - 2.3. submission of offers for sale;
 - 2.4. sending correspondence related to the business and offered services and goods via the postal operator or electronically;
 - 2.5. provision of maintenance services or processing of complaints;
 - 2.6. exercise of legal claims or participation in pending court or administrative proceedings;

- 2.7. fulfilment of a legal obligation of KB Folie Polska Sp. z o. o. (e.g. confirmation of balances);
 - 2.8. compliance with the consent to receive e-invoices via the IT system;
 - 2.9. marketing and promotion of the company's business.
3. Personal data will be stored:
 - 3.1. throughout the contract performance and exercise of ensuing claims;
 - 3.2. for the retention period prescribed by law;
 - 3.3. for so long as there exist any complaints and claims for damages resulting from the business carried out.

II. Type of personal data processed

1. full name;
2. email address;
3. corresponding address;
4. contact phone number;
5. NIP (Tax Identification Number);

III. Information and access to personal data

Any person whose personal data are processed by KB Folie Polska Spółka z o. o. has the right to obtain information and access to his or her personal data. In accordance with the provisions of the above-mentioned Regulation, any person whose personal data are processed may request from the company:

1. confirmation as to whether or not personal data concerning him or her are being processed,
2. access to his or her personal data,
3. provision of the following information:
 - 3.1. the purposes of the processing;
 - 3.2. the categories of personal data concerned;
 - 3.3. the categories of recipients;
 - 3.4. the envisaged period for which the personal data will be stored;
4. provision of a copy of the personal data being processed;
5. rectification of the personal data;
6. completion of the personal data as requested;
7. restriction of the processing of personal data in the event of irregularities in their processing;
8. erasure of data processed in violation of the terms of consent or provisions of the Regulation;
9. transmission of data to another controller in a commonly used and machine-readable format.

IV. Personal data transfers

In the usual course of its business, KB Folie Polska Sp. z o. o. transfers personal data to the following entities:

1. employees and independent contractors;
2. legal and consultancy service providers;
3. IT service providers;
4. entities providing medical and insurance services in respect of the performance of applicable services contracts;
5. entities providing postal and courier services to the extent necessary to perform activities related to the business and interests of the person whose data are disclosed;

V. Right to withdraw consent for data processing

Any person who has expressed his or her consent for the processing of personal data has the right to withdraw such consent at any time without affecting the lawfulness of the processing based on consent before its withdrawal.

VI. Right to erasure

Any person whose personal data are processed has the right to demand that personal data concerning him or her be erased without undue delay. The controller will proceed to erase personal data without undue delay where one of the following grounds applies:

1. the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
2. the data subject withdraws consent;
3. the data subject objects;
4. the personal data have been unlawfully processed;
5. the personal data have to be erased for compliance with a legal obligation;
6. the personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of the Regulation.¹

VII. Right to object

The data subject has the right to object, on grounds relating to his or her particular situation, at any time to processing by the company of personal data concerning him or her. In such case, KB Folie Polska Sp. z o. o. may no longer process the personal data unless it demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, pursuing or defending legal claims.

VIII. Right to lodge a complaint

If you find that KB Folie Polska Sp. z o. o. unlawfully processes your personal data, you have the right to lodge a complaint with the President of the Office for Personal Data Protection.

IX. Controller's details

The company KB Folie Spółka z o. o. with its registered office in Warsaw, address: ul. Biezuńska 2b, 03-578 Warsaw, Poland, entered in the Register of Business Entities of the National Court Register maintained by the District Court for the Capital City of Warsaw in Warsaw, XIII Commercial Division of the National Court Register, under number KRS 0000087007, NIP 524-12-08-638, REGON (State Statistical Number) 011944280, with the share capital amounting to PLN 4,580,500.00