



## **Personal data processing – informational clause**

### **Who is responsible for the processing of your personal data?**

The administrator of your data will be „DMS – Direct Marketing Services M. Jenek, T. Stankiewicz” general partnership based in Poznań (us). As the administrator we provide for your personal data being safe. It is possible to contact us: postally c/o: Janikowo k. Poznania, ul. Pilotów 18-26, 62-006 Kobylnica, on e-mail: [dms@eurodms.pl](mailto:dms@eurodms.pl)

### **For what purpose and on what basis do we process your personal data?**

We will process your personal data in order to answer an inquiry made through e-mail, by telephone and postally – grounds for processing personal data is our legally justified business to make it possible for you to contact us.

### **Who do we transfer your personal data to?**

We will transfer your personal data to subjects participating in performing our tasks i.e. subjects handling ICT systems or providing us with necessary IT tools, and subjects providing us with Web hosting services (in case of contact via e-mail).

### **How long will we keep your personal data?**

We will store your personal data during the period necessary to answer an inquiry, not longer than 3 months.

### **What are your rights related to the processing of your personal data?**

You have the right to access your data at any moment. Moreover, you can claim correction, disposal, relocating personal data or limitation on the processing. You have also a right to file a complaint to the President of the Personal Data Protection Office.



**When can you object to the processing of personal data?**

Having considered the fact that the grounds for processing personal data is our legally justified business, you have the right to raise an objection on your personal data being processed – on the grounds connected with your specific situation.

**Is the provision of your data mandatory or voluntary?**

Revealing your personal data is volitional, but indispensable if you would like us to answer your message.

**Are decisions about you made in an automated manner?**

Decisions made on the basis of your personal data will not be taken automatically, we will not use them for profiling either.