

Privacy Policy

In this document, we specify the legal basis for the processing and ways of collecting and using personal data as well as we provide information on the rights of individuals. We use the personal data you provide for the purposes described herein or for any other purpose indicated at the time of transfer.

'Personal data' shall mean any information relating to an identified or identifiable person.

By giving your consent, you agree to the collection, use and sharing of information in accordance with this Privacy Policy. In the case of collection and use of personal data, we want to be transparent about the basis and method of processing personal data.

DATA ADMINISTRATOR

The data Administrator, i.e. the entity deciding how your personal data will be used, is Polimarky Ltd. Sp. K., ul. Bieszczadzka 10a, 35-082 Rzeszów.

SAFETY

We take reasonable measures to help protect information about you from loss, theft, misuse and unauthorised access, disclosure, alteration, and destruction. All data collected shall be protected using reasonable technical and organisational measures as well as security procedures. We implement our internal policies and procedures for data protection, their security and confidentiality.

PROCESSING

When we process personal data, we collect information that you provide to us directly when you use or plan to use our Services. Depending on which Service is concerned, we may collect different information about you.

The people who contact us

We collect personal data when an individual contacts us using the available tools such as the contact form (name, surname, e-mail address, telephone number, message content). We use the data we have received to respond to your message or to handle the matter appropriately. When exchanging messages, the personal data listed above may include the full name, job title, telephone number, e-mail address, contact details of the employer as well as other business contact details.

Clients

In order to provide services, sign contracts and professionally perform them, we collect personal data from our Clients and contact persons. The personal data we collect includes full name, job title, contact details of your employer, work phone number, e-mail address.

Associates, including subcontractors

We collect personal data for the purpose of ordering and receiving Services, as well as for the purpose of providing Services to our Clients. In such a case, we process the data to the extent necessary for the performance of these services.

Business contacts

We collect and process business data of our current and potential Clients. This information includes full name, job title, work phone number, e-mail address and contact details of your employer. These data are collected by means of a company management system.

Users of Polimarky.pl website

By visiting www.polimarky.pl you can provide us with the following information: your full name, e-mail address and telephone number (by leaving us a message via the contact form).

We may also automatically collect data about the devices used to interact with our Services. This may include your IP address, browser type, URLs, visited websites, clicked links, user interactions, desired URL, hardware settings and search phrases, device ID, web browser and browsing data collected by cookies. We may receive information from cookies, which are pieces of data saved by your browser and sent to us in response to your request. We use this information to improve the quality of service provided, to understand user activity, to personalise content and to improve the quality of our Services.

Candidates of the recruitment process

We use the information we obtain about you in order to ensure the smooth running of the recruitment process for a given position. Polimarky Ltd. Sp. K. collects and processes personal data in accordance with relevant regulations, i.e. the Labour Code, if you apply for a contract of employment with Polimarky and the Civil Code, if you apply for a position on the basis of a civil law contract. We may also process some of your data as part of our legitimate interest. If you agree to the use of your data for other specific purposes, your data will be processed within the scope of your consent.

In case of unsuccessful recruitment your data will be stored only on the basis of your consent.

PURPOSE AND LEGAL BASIS OF THE PROCESSING OF YOUR PERSONAL DATA

Polimarky Ltd. Sp. K. processes your personal data because it is necessary for the performance of the contract concluded with you or with your employer or client, including to:

- a) provide, maintain and improve the Services;
- b) ensure appropriate customer service;
- c) handle requests you sent to us (e.g. using the contact form);
- d) contact you for purposes related to the provision of the Services.

We process your personal data based on legitimate interest, which is:

- a) conducting marketing activities for you, including direct marketing of our own services;
- b) contacting you by e-mail for the purposes of authorised marketing activities only with your consent.

STORAGE PERIOD FOR PERSONAL DATA

Your personal data is stored for the duration of the agreement concluded with you and also after its termination, for the purpose of performing obligations under the law, including tax

and accounting, pursuing claims in connection with the performance of the agreement as well as archiving.

Personal data collected for marketing purposes and for the purpose of sending commercial information via electronic means are stored until you revoke your consent to such processing.

TRANSFER OF PERSONAL DATA TO THIRD PARTIES

We only entrust personal data to third parties if we are permitted to do so by law. In the relevant agreements, we include provisions regarding security measures to protect data and preserve confidentiality. Your data may therefore be transferred:

- a) to entities that cooperate with us and provide us with support in running our business and perform related activities;
- b) to external entities that provide technical support for our internal IT systems and website management;
- c) to supervisory authorities, in response to a request for information, if the disclosure is in accordance with or required by the applicable law, regulation or legal process.

We may offer social sharing features or other integrated tools that enable you to share content or activities on our Services using other media. By using these features, you can share certain information with friends or the public, depending on your settings with a third party who hosts social sharing, such as Facebook, LinkedIn, Twitter, Google +, and YouTube.

YOUR RIGHTS

In accordance with the applicable law, individuals have specified rights regarding their personal data, and the Administrator is responsible for their implementation. In the situation when Polimarky Ltd. Sp. K. is a data administrator and decides on the manner and purpose of personal data processing, we inform you about your rights.

The right to access personal data – Individuals have the right to access their personal data which we store as an administrator.

The right to rectify data – if your personal information is not up-to-date or incorrect.

The right to delete personal data – if your data is no longer necessary for the purpose for which it was collected or if you revoke your consent to the processing of data.

The right to restrict the processing of personal data – if you notice that your personal data is incorrect or unlawfully processed, you may request that the processing of your personal data be restricted in time for us to check if such data are correct or consistent.

The right to object – at any time, when your personal data is processed on the basis of a legitimate interest and your objection is justified by the specific circumstances in which you find yourself or your personal data is processed for marketing purposes.

If you wish to claim these rights, please use the contact form at www.polimarky.pl/pl/kontakt.

You have the right to lodge a complaint in connection with the processing of your personal data by us with a supervisory authority, i.e. the President of the Office for Personal Data Protection. For more information, visit www.giodo.gov.pl.

COOKIES

These are small text files, called cookies, coming from a website and stored by a user's web browser. Cookies are divided into temporary files, which are stored until your browser closes, and cookies with a specific expiry date, which are stored longer in your browser.

Most web browsers accept cookies by default. If you prefer, you can configure your browser to delete or reject third-party cookies. Please note that if you choose to delete or reject cookies, the availability and functionality of our Services may be affected.

CHANGES TO PRIVACY POLICY

The Privacy Policy shall enter into force on 25 May 2018 and shall remain in force with any amendments to its provisions in the future.

Your continued use of the Services, after the publication of any modifications to this Privacy Policy on this website, will confirm that you accept the changes and that you consent to comply with the revised Privacy Policy.

CONTACT US

Should you have any questions regarding the Privacy Policy or processing of your personal data, please contact us by using the contact form at www.polimarky.pl.