

# INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

at BioDose Sp. z o.o. Sp. k.

Pursuant to Article 13(1) and (2) and Article 14(2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as the "GDPR") applicable from 25 May 2018, we inform you about the manner and purpose for which we process your personal data (hereinafter referred to as "data") as well as your data protection rights.

## 1. Who is responsible for data processing and who can be contacted?

The Administrator of your data is BioDose Sp. z o.o. Sp. k., which can be contacted by sending correspondence to: 60-453 Poznań, 28 Warpnowska Street or by e-mail: [rodo@biodose.net](mailto:rodo@biodose.net).

## 2. Why and on what legal basis do we process your data?

- 2.1. The data are processed for the purpose of carrying out the activities, conclusion or performance of the contract in connection with which they were transferred to the Administrator (m.in. order fulfillment, settlements, communication related to the provision of services, communication via the contact form). The basis for processing is the necessity to perform the contract (Article 6 (1b) GDPR).
- 2.2. The data are processed for the purpose of performing commercial activities by the Administrator and providing other services in the framework of the performance of contracts concluded with customers or for the purpose of carrying out activities performed at the customer's request before or in connection with the conclusion of the contract.
- 2.3. The data are processed in order to handle complaints and possible other claims. The basis of the processing is the legitimate interest of the Administrator, consisting in securing information about cooperation in order to handle possible claims.
- 2.4. Compliance by the Administrator with administrative and public legal obligations,
- 2.5. We process data on the basis of your written or oral consent (Art. 6 (1a) GDPR), granted for certain purposes (e.g. marketing).
- 2.6. Consents previously granted to the processing of personal data remain in force.

## 3. Where do we collect your data from and what are its categories?

- 3.1. Most of the data processed by the Administrator come directly from the entity concerned (e.g. customer, employee),
- 3.2. Entrepreneurs' data is also obtained from public sources, i.e. The National Court Register, The Central Register of Business Activity or similar sources located in other countries and from private entities specialising in collecting and sharing information about entrepreneurs,
- 3.3. In the case of data of persons representing entrepreneurs or otherwise acting on their behalf, data are obtained in the above-mentioned manner, as well as from the entrepreneurs themselves.

#### 4. Who can we transfer data to?

- 4.1. The data may be made available to other recipients in order to perform a contract with you, in order to fulfill the Administrator's legal obligation or for purposes arising from the Administrator's legitimate interests.
- 4.2. The recipients may be authorised employees of the Administrator and other persons acting under his authority. The data are transferred to data processors on behalf of the Administrator and such entities process the data on the basis of an agreement with the Administrator and only in accordance with his instructions and on the condition of maintaining professional secrecy.
- 4.3. The Administrator does not sell your personal data to other entities.

#### 5. Will your data be transferred to a third country (outside the European Union)?

The data may be transferred to recipients in countries outside the European Union, if this is necessary for the performance of the contract concluded between you and the Administrator or to take action before concluding such an agreement in order to conclude it, as well as part of the Administrator's use of IT infrastructure (IT cloud, e-mail).

#### 6. Is it mandatory to provide personal data?

Providing personal data is voluntary.

#### 7. How long will your data be processed (stored)?

Your data will be processed for the period necessary to achieve the purposes indicated in point 2, i.e.:

- Within the scope of the implementation of the concluded contract – until its completion, additionally after termination of the contract, the data will be stored due to obligations arising from accounting and tax regulations, for their duration, and for legal security reasons, until the limitation period for any claims expires,
- In terms of fulfilling the legal obligations incumbent on the Administrator in connection with conducting business and implementing concluded contracts - until these obligations are fulfilled,
- In the scope of processing carried out solely on the basis of consent - until the data is immediately deleted, carried out based on your request,
- Until the legitimate interests of the Administrator constituting the basis for this processing are fulfilled or until you object to such processing, unless there are legally justified grounds for further data processing.

#### 8. What rights do you have to ensure that your data is adequately protected?

You have the right to:

- Request access to your data, rectification, restriction of processing or deletion,

- Withdrawal at any time of previously granted consent to the processing of data to the extent covered by this consent, provided that the withdrawal of consent will not affect the lawfulness of the processing carried out on the basis of consent before its withdrawal,
- Lodge a complaint with the supervisory authority, which in the Republic of Poland is the President of the Office for Personal Data Protection, if you consider that the processing of your data violates the rules, including the GDPR,
- Object to the processing of data for reasons related to your particular situation when the Controller processes data for purposes arising from legitimate interests (Art. 21 para. 1 GDPR),
- Object to data processing for direct marketing purposes, including profiling for marketing purposes, to the extent that data processing is related to direct marketing.

## 9. The scope of use of automatic decision-making, including profiling and information about "cookies".

9.1. The Administrator uses on his website ([www.deliguard.net](http://www.deliguard.net)) the mechanism of "cookies", which, when Customers use the Website, are saved by the Administrator's server on the hard drive of the Customer's end device.

9.2. The use of "cookies" is intended to ensure the proper operation of the Website on Customers' end devices. This mechanism does not destroy the Customer's end device and does not cause configuration changes in the Customer's end devices or in the software installed on these devices.

9.3. Each Customer can disable the "cookies" mechanism in the web browser of their end device. The Administrator indicates that disabling cookies may, however, cause difficulties or prevent the use of the Website.

9.4. The Administrator may process the data contained in "cookies" in order to adapt the content of the website to the User's individual preferences and optimize the use of the website, as well as to conduct anonymous statistics showing how the website is used.

9.5. The administrator declares that your data is not subject to profiling.