

Privacy Policy

Cornex John Cornelissen

with headquarters Nowa Łubianka 13, 64-930 Nowa Łubianka

in connection with the performance of information obligations under Art. 13 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

Information clause for persons with whom Cornex John Cornelissen establishes business contacts

DATA ADMINISTRATOR:

The administrator of your personal data is Cornex John Cornelissen with its registered office at Nowa Łubianka 13, 64-930 Nowa Łubianka

PROCESSING PURPOSES, LEGAL BASIS:

Your personal data is processed for the following purposes:

- 1) Establishing business contacts, including submitting offers and inquiries, submitting applications for order estimation, service valuation and a number of other activities aimed at establishing business cooperation based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary for the purposes of pursuing the legitimate interests of the administrator consisting in selecting the best offer for the supply of services and goods, taking care of the company's finances),
- 2) Defense against claims and pursuing claims based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary in order to pursue the legitimate interests of the administrator consisting in taking care of their own interests).

DATA RECIPIENTS:

We will transfer (in appropriate situations, entrust) personal data to postal service providers, courier service providers, service providers and all IT software supporting business management, and providers of e-mail hosting services.

PROCESSING TIME:

Your personal data will be processed for the following period:

- 1) in order to establish business contacts - until the business contacts are completed,
- 2) in order to defend against claims and pursue claims - 6 years from the end of establishing the relationship.

YOUR RIGHTS:

We would like to inform you that you have the following rights under the GDPR*:

- the right to request access to your personal data,
- the right to request rectification of your personal data,
- the right to request the deletion or limitation of the processing of your personal data,
- the right to object to the processing of your personal data,
- the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.

OBLIGATION TO PROVIDE DATA:

Providing personal data is voluntary, but necessary to establish business relations, and the consequence of not providing personal data will be the inability to fulfill the above purposes, including establishing business cooperation.

* **This is about:** 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

Information clause for suppliers of services and goods who are natural persons or natural persons running a business

DATA ADMINISTRATOR:

The administrator of your personal data is Cornex John Cornelissen with its registered office at Nowa Łubianka 13, 64-930 Nowa Łubianka

PROCESSING PURPOSES, LEGAL BASIS:

Your

personal data is processed for the following purposes:

- 1) Conclusion and performance of a contract for the purchase/delivery of services or goods based on:
 - art. 6 section 1 letter b GDPR* (processing is necessary for the performance of a contract to which the data subject is a party).
- 2) Maintaining accounting and tax documentation based on:
 - art. 6 section 1 letter c GDPR* (processing is necessary to fulfill the legal obligation of the administrator) and in connection with provisions such as the Act of September 29, 1994 on accounting, the Act of March 11, 2004 on tax on goods and services and all provisions regulating rules for creating, determining and extinguishing tax liabilities as well as other tax regulations.
- 3) Defense against claims and pursuing claims based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in taking care of their own interests)
- 4) Reporting complaints, possible complaints or other requests regarding cooperation based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in ensuring the proper implementation of the contract and the quality of the services or products provided as part of cooperation).

DATA RECIPIENTS:

We will

transfer (in appropriate situations, entrust) personal data to postal service providers, courier service providers, service providers and all IT software supporting business management, e-mail hosting service providers, legal service providers, banks and other financial institutions in the field of payment processing.

PROCESSING TIME:

Your

personal data will be processed for the following period:

- 1) in order to conclude and perform the contract - until the contract ends,
- 2) in order to maintain accounting and tax documentation - 5 years from the end of the calendar year in which the tax obligation arose,
- 3) in order to defend against claims and pursue claims - 6 years from the end of the contract,
- 4) in order to submit complaints, possible complaints and requests - 1 year from the delivery of the notification in question.

YOUR RIGHTS:

We would like to

inform you that you have the following rights under the GDPR*:

- the right to request access to your personal data,
- the right to request rectification of your personal data,
- the right to request the deletion or limitation of the processing of your personal data,
- the right to transfer your personal data to another administrator - in the case of data processed under a contract, i.e. Art. 6 section 1 letter b GDPR*,

- the right to object to the processing of your personal data - in the case of data processed in order to pursue the legitimate interest of the administrator, i.e. Art. 6 section 1 letter f GDPR*,
- the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.

OBLIGATION TO PROVIDE DATA:

Providing personal data is voluntary, but necessary to conclude and implement the provisions of the contract and cooperation. If you do not provide personal data, it will not be possible to fulfill the above purposes, including the implementation of the provisions of the concluded contract.

* **This is about:** 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

Information clause for contractors who are natural persons or natural persons running a business

DATA ADMINISTRATOR:

The administrator of your personal data is Cornex John Cornelissen with its registered office at Nowa Łubianka 13, 64-930 Nowa Łubianka

PROCESSING PURPOSES, LEGAL BASIS:

Your personal data is processed for the following purposes:

- 1) Conclusion and performance of a contract for the provision of services/supply of goods based on:
 - art. 6 section 1 letter b GDPR* (processing is necessary for the performance of a contract to which the data subject is a party).
- 2) Maintaining accounting and tax documentation based on:
 - art. 6 section 1 letter c GDPR* (processing is necessary to fulfill the legal obligation of the administrator) and in connection with provisions such as the Act of September 29, 1994 on accounting, the Act of March 11, 2004 on tax on goods and services and all provisions regulating rules for creating, determining and extinguishing tax liabilities as well as other tax regulations.
- 3) Defense against claims and pursuing claims based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in protecting their own interests).
- 4) Considering complaints, possible complaints or other requests regarding cooperation based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in ensuring the proper implementation of the contract and the quality of the services or products provided as part of cooperation).
- 5) Debt collection based on:
 - Art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in taking care of the company's finances).

DATA RECIPIENTS:

We will transfer (in appropriate situations, entrust) personal data to postal service providers, courier service providers, service providers and all IT software supporting business management, e-mail hosting service providers, legal service providers, banks and other financial institutions in the field of payment processing.

PROCESSING TIME:

Your personal data will be processed for the following period:

- 1) in order to conclude and perform the contract - until the contract ends,
- 2) in order to maintain accounting and tax documentation - 5 years from the end of the calendar year in which the tax obligation arose,
- 3) in order to defend against claims and pursue claims - 6 years from the end of the contract,
- 4) in order to consider complaints and possible complaints - 1 year from the delivery of the notification in question,
- 5) in order to collect receivables - until the payment is fully settled.

YOUR RIGHTS:

We would like to inform you that you have the following rights under the GDPR*:

- the right to request access to your personal data,
- the right to request rectification of your personal data,
- the right to request the deletion or limitation of the processing of your personal data,

- the right to transfer your personal data to another administrator - in the case of data processed under a contract, i.e. Art. 6 section 1 letter b GDPR*;
- the right to object to the processing of your personal data - in the case of data processed in order to pursue the legitimate interest of the administrator, i.e. Art. 6 section 1 letter f GDPR*;
- the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.

OBLIGATION TO PROVIDE DATA:

Providing personal data is voluntary, but necessary to conclude and implement the provisions of the contract. If you do not provide personal data, it will not be possible to fulfill the above purposes, i.e. establishing cooperation, concluding and performing the contract and delivery of services or products.

* **This is about:** 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

Information clause for persons representing (employees, co-workers) contractors and suppliers

DATA ADMINISTRATOR:

The administrator of your personal data is Cornex John Cornelissen with its registered office at Nowa Łubianka 13, 64-930 Nowa Łubianka

PROCESSING PURPOSES, LEGAL BASIS:

Your

personal data is processed for the following purposes:

- 1) Performing activities necessary to implement the contract based on:
 - art. 6 section 1 letter f GDPR* (data processing is necessary to pursue the legitimate interests of the administrator consisting in performing the necessary activities aimed at the proper implementation of the contract).
- 2) Maintaining accounting and tax documentation based on:
 - art. 6 section 1 letter c GDPR* (processing is necessary to fulfill the legal obligation of the administrator) and in connection with provisions such as the Act of September 29, 1994 on accounting, the Act of March 11, 2004 on tax on goods and services and all provisions regulating rules for creating, determining and extinguishing tax liabilities as well as other tax regulations.
- 3) Defense against claims and pursuing claims based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in protecting their own interests).
- 4) Reporting and considering complaints, possible grievances or other requests regarding cooperation based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in ensuring the proper implementation of the contract and the quality of the services or products provided as part of cooperation).
- 5) Debt collection based on:
 - Art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interests of the administrator consisting in taking care of the company's finances).

DATA RECIPIENTS:

We will

transfer (in appropriate situations, entrust) personal data to postal service providers, courier service providers, service providers and all IT software supporting business management, providers of e-mail hosting services, and legal service providers.

PROCESSING TIME:

Your

personal data will be processed for the following period:

- 1) in order to perform actions necessary to perform the contract - until the contract is terminated or an effective objection is raised,
- 2) in order to maintain accounting and tax documentation - 5 years from the end of the calendar year in which the tax obligation arose,
- 3) in order to defend against claims and pursue claims - 6 years from the end of the contract,
- 4) in order to consider and report complaints, possible complaints - 1 year from the delivery of the notification in question,
- 5) in order to collect receivables - until the payment is fully settled.

YOUR RIGHTS:

We would like to

inform you that you have the following rights under the GDPR*:

- the right to request access to your personal data,
- the right to request rectification of your personal data,
- the right to request the deletion or limitation of the processing of your personal data,

- the right to object to the processing of your personal data - in the case of data processed in order to pursue the legitimate interest of the administrator, i.e. Art. 6 section 1 letter f GDPR*,
- the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.

OBLIGATION TO PROVIDE DATA:

Providing personal data is voluntary, but necessary to conclude and implement the provisions of the contract. If you do not provide personal data, it will not be possible to fulfill the above purposes, i.e. establishing cooperation, taking actions aimed at concluding a contract and concluding and performing a contract.

* **This is about:** 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

Information clause for corresponding persons

DATA ADMINISTRATOR:

The administrator of your personal data is Cornex John Cornelissen with its registered office at Nowa Łubianka 13, 64-930 Nowa Łubianka

PROCESSING PURPOSES, LEGAL BASIS:

Your personal data is processed for the following purposes:

- 1) Registering correspondence and responding to the sent correspondence based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interest of the administrator, which is ensuring the quality of cooperation, responding to sent correspondence and dealing with all matters related to it).
- 2) Defense against claims and pursuing claims based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary to pursue the legitimate interest of the administrator, which is to take care of the company's good name and defend its own interests).

DATA RECIPIENTS:

We will transfer (in appropriate situations, entrust) personal data to postal service providers, courier service providers, service providers and all IT software supporting business management, providers of e-mail hosting services, and legal service providers.

PROCESSING TIME:

Your personal data will be processed for the following period:

- 1) in order to register correspondence and respond to the sent correspondence - until the correspondence is completed,
- 2) in order to defend against claims and pursue claims - 6 years from the end of the cooperation to which the correspondence concerned.

YOUR RIGHTS:

We would like to inform you that you have the following rights under the GDPR*:

- the right to request access to your personal data;
- the right to request rectification of your personal data;
- the right to request the deletion or restriction of the processing of personal data;
- the right to object to the processing of your personal data (data processed pursuant to Article 6(1)(f) of the GDPR*),
- the right to lodge a complaint with the supervisory authority - the President of the Personal Data Protection Office.

OBLIGATION TO PROVIDE DATA:

Providing personal data is voluntary, but necessary to register incoming correspondence and respond. If you do not provide personal data, it will not be possible to resolve matters that are the subject of correspondence.

* **This is about:** 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

Information clause for persons who are users of the website www.cornex.pl

DATA ADMINISTRATOR:

The administrator of your personal data is Cornex John Cornelissen with its registered office at Nowa Łubianka 13, 64-930 Nowa Łubianka

PROCESSING PURPOSES, LEGAL BASIS:

Your data is processed for the purpose of:

- 1) Operating the website and ensuring security and its proper operation based on:
 - art. 6 section 1 letter f GDPR* (processing is necessary for the purposes of the legitimate interests of the administrator in maintaining the website),
- 2) Defense against claims and pursuing claims based on:
 - art. 6 section 1 letter f of the GDPR* (processing is necessary for the purposes of the legitimate interests of the administrator consisting in taking care of the image and protecting their interests),
- 3) Market research on the behavior and preferences of people visiting the website and being customers , including improving the functioning of the website with the purpose of using the results of this research to improve the quality of services provided based on:
 - art. 6 section 1 letter a GDPR* (processing takes place on the basis of the customer's consent to the technology cookies by setting browser parameters)

DATA RECIPIENTS:

recipients of personal data are IT service providers dealing with website hosting.

The

PROCESSING TIME:

Your personal data will be processed for a period of 2 years from the last visit to the website or until an effective objection is raised. Data processed on the basis of consent - until it is withdrawn.

YOUR RIGHTS:

would like to inform you that you have the following rights under the GDPR*:

We

- the right to request access to your personal data,
- the right to request rectification of your personal data,
- the right to request the deletion or limitation of the processing of your personal data,
- the right to object to the processing of your personal data,
- the right to withdraw consent to the processing of personal data,
- the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.

OBLIGATION TO PROVIDE DATA:

Providing data is voluntary.

***Referring to:** 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