

Ladies and Gentlemen,

Since the provisions of the Personal Data Protection Regulation are effective now, ICSO Chemical Production Sp. z o.o., with its headquarters in Kędzierzyn-Koźle, ul. Energetyków 4, is going to meet its statutory obligations and to make it possible for you to learn how the personal data processing is organised at ICSO Chemical Production Sp. z o.o.

For more information, please read the relevant passage(s) below which might be of interest to you.

INFORMATION CLAUSE ON PROCESSING YOUR PERSONAL DATA

Pursuant to Art. 13, paragraph 1 and paragraph 2 of the 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 (General Data Protection Regulation), OJ L 1 19/1 of 4 May 2016 (hereinafter: General Data Protection Regulation).

1. Controller of personal data

We would like to inform you that your personal data will be controlled by ICSO Chemical Production Sp. z o.o. in Kędzierzyn-Koźle, 47-225, at ul. Energetyków 4, entered into the Register of Entrepreneurs of the National Court Register which is kept by the District Court in Opole, 8-th Commercial Department, entry № KRS 0000038365, NIP: 749-000-36-23, REGON: 530541949.

We appointed out Representative for the Protection of Personal Data within our organisation, i.e. Ms Alicja Pabiasz, who will answer all your questions and will dispel your doubts with regard to our processing of your personal data. She may be contacted over the telephone (+48 77 487-37-57, or through e-mail (apabiasz@icsochp.com.pl) or by letter to be sent to our mailing address.

2. Purpose of personal data processing and legal basis for processing

If you are just employees or representatives which act for the account of your employer(s):

Your personal data are processed to implement the agreement concluded between us and your employer – in that case your personal data will be processed on the grounds of your consent (Art. 6.1 (a) in GDPR) or when it is necessary for the purposes of the legitimate interests pursued by the Controller (Art. 6.1 (f) in GDPR), with such legitimate interests being the possibility of implementing the agreement concluded between us and your employer or a company you represent. Your personal data will be processed solely for the purpose and in the scope, which is necessary to properly perform said agreement. We may not rule out, however, that your data can be used for marketing purposes when we have been informed that you are contact persons within your organisations.

If you conduct business activities:

Your data are processed by us to implement the agreement which has been concluded or to perform a specific task (Art. 6.1 (b) in GDPR), or on the grounds of your consent (Art. 6.1 (a) in GDPR). In order to secure our company's legally justified interests, however, we can take various measures which cover all possible activities as connected with the performance of the contracts/tasks/orders as well as the activities which are necessary to pursue our rights, inclusive of the vindicatory actions and/or marketing campaigns.

3. Recipient of data

The personal data will be made available and disclosed to the authorised employees of ICSO Chemical Production Sp. z o.o. in Kędzierzyn-Koźle, 47-225, at ul. Energetyków 4, according to their scopes of duties and authorisation, as well as to the entities which support us within administrative issues. Such individuals and/or entities will process the personal data only when instructed by us to do so.

4. Information on whether the data are required or they may be submitted voluntarily

The data as provided by you will be processed on the basis of Art. 6.1 (a,b) and according to the provisions of the General Data Protection Regulation.

You may choose to submit your personal data voluntarily, yet the data may be required to conclude an agreement or to implement a task. When no data are provided, you may happen not to be able conclude any agreement with the Controller or we may happen not to be able to continue our cooperation with you or with the company you represent.

5. Storage period for personal data

Your personal data will be stored over the term of agreement concluded with you or with the company you represent, over the period of time which is necessary for full implementation of that agreement, and also after its termination – over the period of time which is required to fully meet the obligations which result from the valid legislation.

6. Rights of the data subject relevant to personal data processing

You have the right: to demand access to your personal data, to rectify the data, to erase the data or to restrict their processing, to object to processing and/or transmission of personal data. Execution of some rights as mentioned above may be restricted by other regulations of law.

You have the right to lodge your complaint to the supervisory body – President of the Personal Data Protection Office, pursuant to Art. 77 and Art.79, when it is found that processing of your personal data breaches the provisions of the General Data Protection Regulation of 27 April 2016.

The rights as above may be exercised at any time, and the Data Controller is obliged to provide the person in question with a copy of the personal data undergoing processing. Those rights may be exercised directly at the seat of the Data Controller or through the Post Office.

7. Transfer of personal data to third countries or international organisations

We can assure you that we are not going to transfer your personal data to third countries (i.e. outside the European Economic Area) or to any international organisations.

8. Information on source of data

We have obtained your data from agreements, shipping orders, commercial inquiries, commercial offers, directly from the company you represent, or from public registers (CEIDG, KRS).

9. Categories of your data which we process

We process the following categories of your personal data: contact information, and in particular: name and surname, e-mail address, phone number, official position, job description, data necessary for settlements of accounts and for invoicing, and in some cases also your PESEL, № of your identity card, or registration number of your car.

10. Automated decision-making

We can assure you that your personal data will not be subject to a decision based solely on automated processing, including profiling.