



Information according to Art. 13 / Art. 14 GDPR regarding the processing of your data and your rights under the EU General Data Protection Regulation.

With this information we are informing you about how your personal data is processed and your rights under the data protection laws. Which data in particular is processed and how it is used depends largely on the services provided and agreed upon.

1. The controllers of personal data in the meaning of the GDPR are the Partners of the company:

DUBAS – Emil Dubielecki & Arkadiy Asuratov S.C.:



- a. **Arkadiy Asuratov**, conducting business activity DUBAS ARKADIY ASURATOV wspólnik spółki cywilnej based in Warsaw, at the street Garażowa 4, 02-651 Warsaw, NIP: 5272648060, REGON: 364570830,
- b. **Emil Dubielecki**, conducting business activity DUBAS EMIL DUBIELECKI wspólnik spółki cywilnej based in Warsaw, at the street Garażowa 4, 02-651 Warsaw, NIP: 5213734734, REGON: 364417212,

2. Contact informations: contact@dubas.pro, phone **0048 22 100 22 98**,
3. We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and all other relevant laws:
 - a. For the fulfilment of contractual obligations (Article 6 (1b) GDPR)
The processing of personal data (Article 4 No. 2 GDPR) takes place, for example, for the processing of orders, quotations and pre-contractual measures, provision of services, invoicing and delivery of goods. The purpose of the processing is primarily based on the service to be provided by us.

b. In the context of the balancing of interests (Article 6 (1f) GDPR)

To the extent necessary, we also process your data in order to safeguard the legitimate interests.

This can be e.g.:

- for ensuring IT security and IT operations including testing
- for the prevention and investigation of criminal offenses
- for statistical purposes

c. Processing on the basis of legal requirements (Article 6 (1c) GDPR)

It may happen that we process your personal data in order to fulfill legal obligations. These include e.g. commercial and tax retention periods and, if necessary, information to authorities

4. We can pass your data to these categories of recipients:

- a. Our workers
- b. External contractors and service providers
- c. Other recipients - data may go to recipients to whom we are required to disclose it on the basis of legal obligations (such as law enforcement agencies and courts)

5. Duration of data storage:

To the extent necessary, we process and store your personal data for the duration of our business relationship. This includes the initiation and execution of a contract or order. In addition, we are subject to various retention requirements arising e.g. from the Commercial Code. Finally, the retention period also follows the statutory limitation periods, which can generally amount to 2 years but also up to 6 years.

6. Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- a. **The right to access** – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.
- b. **The right to rectification** – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

- c. **The right to erasure** – You have the right to request that Our Company erase your personal data, under certain conditions.
- d. **The right to restrict processing** – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.
- e. **The right to object to processing** – You have the right to object to Our Company’s processing of your personal data, under certain conditions.
- f. **The right to data portability** – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.
- g. **Right to lodge a complaint** - You have the option of lodging a complaint with the above-mentioned Data Protection Officer or the relevant data protection supervisory authority.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: **contact@dubas.pro**

- 7. In the business development phase or in the course of an ongoing business relationship with us you generally only need to provide the information we need to establish, implement or terminate this relationship. Without the provision of the required data, we may have to reject the establishment of a business relationship or may not be able to implement it or may even have to end the relationship.
- 8. Your data is not subject to automated decision making, including profiling.

If you have any questions about Our Company’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: contact@dubas.pro