

**Information about the Personal Data Controller.**

The Personal Data Administrator is J.S. Hamilton Quality Services with its registered office in Gdynia, 180 Chwaszczyńska Street, 81-571 Gdynia, holding KRS: 0000170773, NIP: 5831006344, REGON: 190297107.

**Information about the Data Protection Officer.**

Within the meaning of Article 37(1) GDPR The Controller has not appointed a Data Protection Officer. All activities specified for the Data Protection Officer within the meaning of Article 39 of the GDPR are carried out by a designated employee of the Company, with whom you can contact in matters related to the processing of your personal data or the exercise of your rights, via e-mail at the following address: [iodoqs@jsh.com.pl](mailto:iodoqs@jsh.com.pl) or by post to the following address: J.S. Hamilton Quality Services Sp. z o.o., 180 Chwaszczyńska Street, 81571 Gdynia;

**Information about the recipients of personal data.**

Your personal data may be disclosed to the following categories of recipients:

- a) authorized employees and associates of J.S. Hamilton Quality Services Sp. z o. o.,
- b) entities providing services to J.S. Hamilton Quality Services Sp. z o. o., including: legal, marketing, job placement, postal and courier services, IT services.
- c) Companies from our capital group and public authorities or other entities that process personal data on behalf of the controller while maintaining the security of personal data processing in accordance with Article 28 of the GDPR Regulation.

**Information on the purposes and legal basis for the processing of personal data:**

- a) Your personal data obtained as part of the appeal, complaint or complaint being processed is processed in order to consider them and ensure the high quality of services provided by the Administrator.
- b) Your personal data is processed in order to perform the contract and on the basis of the law in the scope of warranty for defects, as well as on the basis of the so-called legitimate interests pursued by the data administrator, i.e. successive improvement of the quality of services provided
- c) The legal basis for processing personal data for the purposes set out above is; Article 6(1)(b), (c) and (f). GDPR.

**Information about the period of personal data processing.**

In the complaint process, your personal data will be stored for 6 years from the last action on your personal data in connection with the complaint handling. After this period of time, your data will be completely removed from the Administrator's resources.

**Information about the obligation to provide data.**

Providing personal data in this process is voluntary, however, the consequence of not providing the data may be the inability to identify the services within which the complaint is filed and prevent the provision of information regarding the decision as part of the complaint.

**Information on the rights of data subjects.**

The data subject may exercise the following rights vis-à-vis the controller:

- a) request access to your personal data and rectification (Articles 15 and 16 of the GDPR),
- b) request the restriction of the processing of your data in the situations and on the terms indicated in Article 18 of the GDPR or to delete them in accordance with Article 17 of the GDPR ("right to be forgotten"),
- c) withdraw consent at any time without giving reasons and affecting the lawfulness of processing based on consent before its withdrawal
- d) lodge a complaint with the supervisory authority – the President of the Data Protection Office (2 Stawki Street, Warsaw).

In the remaining scope, due to the failure to meet the conditions set out in the provisions of the GDPR, the rights will not be exercised.

**Information about automated data processing, including profiling.**

Your personal data will not be used for automated decision-making, including profiling.

**Information about transfers outside the European Economic Area.**

Your personal data will not be transferred to third countries, i.e. outside the European Economic Area.