

INFORMATION CLAUSE

(as part of correspondence)

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 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, legal basis and period of personal data processing:

The personal data of the persons referred to in paragraph 1 will be processed by the Administrator on the basis of Article 6(1)(f) of the GDPR in order to keep and record correspondence between the sender and JS Hamilton Quality Services Sp. z o.o. to the extent necessary as part of the implementation of the processes.

Information about the period of personal data processing.

Your personal data will be stored until the current contact by electronic means, but no longer than until the consent is withdrawn or until you object to such processing.

Information about the obligation to provide data.

Providing personal data is voluntary, however, it is necessary for effective contact with the Administrator.

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) lodge a complaint with the supervisory authority – the President of the Data Protection Office (2 Stawki Street, Warsaw).
- c) withdraw your consent at any time, if the basis for data processing is Article 6(1)(a) of the GDPR (consent), whereby the withdrawal of consent will not affect the lawfulness of processing based on your consent before its withdrawal. 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.