

Privacy Policy

I. PERSONAL DATA ADMINISTRATOR

1. Subject:

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II. PROVISION OF PERSONAL DATA

1. Providing personal data is used to fulfill orders, make purchases, provide services, create user accounts, fulfill other obligations or conduct negotiations, tenders, auctions, offers. Providing personal data is voluntary, but failure to provide the required personal data may result in the inability to implement the above-mentioned activities, incl. conclusion and performance of a contract, other obligations or the creation of a user account.
2. Providing personal data for the purpose of receiving materials or messages of an advertising or informative nature or for taking advantage of promotions or special offers is voluntary, however, failure to provide the required personal data may result in the inability to receive materials or messages or the inability to take advantage of promotions or special offers.
3. Providing personal data to establish, implement or continue cooperation is voluntary or may constitute a contractual obligation, failure to provide the required personal data may result in the inability to establish, implement or continue cooperation.

Recruitment / Employment:

1. Providing personal data for the purpose of recruitment takes place on the basis of art. 22¹ 1, 2 and 4 Polish Labor Code (in relation to these data) to the extent that the Polish Labor Code applies, in the remaining scope it may constitute a condition for recruitment. Recruited persons are required to provide personal data indicated in art. 221 § 1, 2 and 4 of the Polish Labor Code to the extent to which the Polish Labor Code applies (and if necessary in relation to some of the data indicated therein). In the remaining scope (including for the purposes of future recruitment), providing personal data is voluntary. Failure to provide personal data may result in the inability to participate in the recruitment, employment and appointment process.

2. Providing personal data for the purpose of concluding an employment contract or performing work on a different legal basis provided for by the Act - is based on art. 22¹ of the Polish Labor Code (with regard to these data) to the extent that the Polish Labor Code applies, in the remaining scope it may constitute a condition of employment or appointment. Employed and appointed persons are obliged to provide personal data indicated in art. 22¹ Polish Labor Code to the extent to which the Polish Labor Code applies (and if necessary with regard to some of the data indicated therein). In the remaining scope, providing personal data is voluntary. Failure to provide personal data may result in the impossibility of employment or appointment.
3. Providing (sharing) personal data for the performance of official duties (e.g. image) may result directly or indirectly, inter alia, with Polish Labor Code, Polish Civil Code or a contract, if it falls within the scope of duties at a given position, in other cases it is voluntary. Failure to provide personal data may result in the termination of the business relationship or the application of other sanctions provided for, inter alia, at Polish Labor Code or by directing claims or using other rights provided for, inter alia, in Polish Civil Code in connection with non-performance or improper performance of obligations, unless providing personal data is voluntary.
4. If the personal data has been obtained in a way other than from the data subject, the persons will be informed of the source of the personal data, unless there is a condition excluding this obligation.

III. PURPOSE OF PROCESSING PERSONAL DATA

Personal data is processed for the purpose of:

- a) making and carrying out an order, purchasing or providing services;
- b) payment, transport, etc.;
- c) creating and maintaining user accounts;
- d) verification of compliance with the conditions for taking advantage of promotions or special offers
- e) exercising or facilitating the exercise of the rights (e.g. the consumer right to withdraw from the contract, rights under the warranty);
- f) implementation of complaint processes;
- g) providing information on, inter alia, products or services and the execution of orders, purchases or provision of services, including at the request or request of customers, contractors or contact persons
- h) transmission of advertising or information materials or messages;
- i) fulfillment of obligations, including resulting from contracts concluded with contractors and clients;
- j) conducting negotiations, tenders, auctions, bidding;
- k) enforcing rights, including claims or defending and securing your rights;
- l) fulfillment of administrative, legal and tax obligations;
- m) conducting recruitment / future recruitment, fulfilling the obligations of the employer the appointing person or the employer on a different basis;
- n) enabling or facilitating the performance of official tasks, identification or the possibility of identifying persons operating within the company or persons who are external entities to whom the Administrator has entrusted the performance of certain activities or whose services are used or operated by or on behalf of such entities (e.g. personalized e-mail boxes , signatures, "personal" stamps);
- o) implementation of advertising, marketing or information activities;

IV. ENTITIES WHICH MAY BE TRANSFERRED PERSONAL DATA (INCLUDING RECIPIENTS)

1. Categories:

- a) (A) persons operating within the enterprise (employees, appointed persons, persons employed on a different basis), as well as related entities
- b) (B) external entities to which the Administrator entrusted the performance of certain activities or whose services he uses, including payment intermediaries, banks, credit institutions, entities providing transport services, entities providing accounting services, entities dealing with the enforcement of claims, entities representing the Administrator, including before public administration bodies, courts, other public authorities or public entities
- c) in relation to the personal data of persons operating within the enterprise (employees, appointed persons, persons employed on a different basis) or persons who are external entities to whom the Administrator has entrusted the performance of certain activities or whose services are used or operated by or for such entities - entities indicated in A, B, clients, contractors, contact persons, persons who have consented to the transmission of advertising or information materials or messages (and such potential entities)
- d) public administration bodies, courts, other public authorities or other public entities (in particular as a result of final judgments / decisions or rulings / decisions which have been made immediately enforceable)

2. Personal data belonging to persons operating within the enterprise or persons who are external entities to whom the Administrator has entrusted the performance of certain activities or whose services are used by or operating within or on behalf of such entities may be transferred outside the European Economic Area or an international organization in order to perform the tasks. The administrator will then inform such persons - to the extent required - about the intention to transfer data and about protection issues, security, the possibility of obtaining a copy of the data or the place where the data is made available.

V. PERIOD OF STORAGE OF PERSONAL DATA

- 1. with regard to orders, purchases, and services rendered - during the period of fulfillment of obligations and during the period of any kind of rights (e.g. under the warranty or the Producer's guarantee) and until the expiry of the limitation period for claims, and in justified cases, in an appropriate period after the expiry of the limitation period, when there is a probability that the allegation will not be recognized or when the Administrator or another entity does not intend to raise the objection when persons have consented to the transmission of advertising or information materials or messages, to create a user account or consent to other processing of personal data only based on consent - for the period when the consent remains valid
- 2. when persons provided data to verify the fulfillment of the conditions for taking advantage of promotions or special offers - in the period necessary for the verification and conclusion of the contract or the implementation of other rights
- 3. during the analysis period and the exercise of rights under the warranty, guarantee, other grounds of liability or complaints
- 4. for contractors - during the period of establishing cooperation, during the period of cooperation, during the period of fulfillment of obligations and during the exercise of all kinds of rights and until the expiry of the limitation period, as well as after the expiry of the limitation period, when it is probable that the allegation is not is recognized or raised or that the conditions of Art. 1171 of the Civil Code and during the period of existence of another legal interest related directly or indirectly to the processing of personal data

5. with regard to recruitment - during the recruitment period, and in the case of consent to the use of personal data for the purposes of future recruitment, while the consent remains valid; in relation to employees, appointed persons or persons employed on a different basis - during the period of employment (including appointment / performance of a function) and in the period required by generally applicable law after termination of employment, as well as in the period necessary after termination of employment to achieve the goals for which personal data (e.g. image) were processed
6. during the period required by generally applicable law and during the period required by public administration bodies, courts, other public authorities or other public entities and during administrative, fiscal, court and enforcement proceedings, as well as during the period justified by a legal interest (e.g. after the completion of these proceedings)
7. in the period necessary to demonstrate to the control and supervisory authorities that the processing of personal data is correct

VI. LEGAL BASIS FOR THE PROCESSING OF PERSONAL DATA

1. Data processing is necessary for the performance of the contract or to take action at the request of the data subjects prior to the conclusion of the contract
2. Processing is necessary to fulfill the legal obligation incumbent on the Administrator
3. Processing is necessary in order to protect the vital interests of data subjects or other persons
4. Processing is necessary for the purposes of the legitimate interests pursued by the Administrator or by a third party (indicated in point III in the scope relating to the above-mentioned interests)

VII. AUTOMATED DECISION MAKING

1. Personal data may be processed automatically in order to better match the transmitted content, e.g. of an advertising or information nature, in order to verify the fulfillment of the conditions for taking advantage of promotions or special offers, in order to improve the performance of obligations, facilitate payments or facilitate the organization of transport.
2. Decisions may be based on information such as people's preferences, purchase history, inquiry or shopping cart history, "likes", "shares" or similar actions, procurement by the identity of the procuring entity, home or delivery address.

VIII. INFORMATION ABOUT RIGHTS

1. Personal data rights:
 - 1) the right to request access to personal data
 - 2) the right to request the rectification of personal data
 - 3) the right to request the deletion of personal data
 - 4) the right to request the restriction of the processing of personal data
 - 5) the right to object to processing
 - 6) the right to data portability
 - 7) the right to withdraw consent to the processing of personal data at any time, to the extent that the processing takes place only on the basis of the consent granted (withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal)
 - 8) the right to lodge a complaint to the supervisory body - the President of the Personal Data Protection Office;
2. In order to implement the indicated rights, please contact the Administrator via the indicated e-mail address or send a letter to the indicated correspondence address.