



## Privacy note

Seito Polska Sp. z o.o. is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1.	<b>Data controller details:</b>	Seito Polska Spółka z ograniczoną odpowiedzialnością z siedzibą przy ulicy Włocławskiej 147-157 w Toruniu (87-100), wpisana do rejestru przedsiębiorców prowadzonego przez Sąd Rejonowy w Toruniu, VII Wydział Gospodarczy Krajowego Rejestru Sądowego pod numerem: 0000261422, NIP: 9562179279, REGON: 340201637
2.	<b>Contact:</b>	You can contact us by : <ul style="list-style-type: none"><li>✓ mail: Seito Polska sp. z o.o., ul. Włocławska 147-157, 87-100 Toruń;</li><li>✓ e-mail: <a href="mailto:biuro@seito.pl">biuro@seito.pl</a></li><li>✓ phone: 56 658 11 53</li></ul>
3.	<b>The purpose of processing your data:</b>	Processing necessary for the performance of a contract or to take steps to enter into a contract.
4.	<b>Legal basis for processing your data:</b>	<ul style="list-style-type: none"><li>• Article 6 (1) (b) GDPR processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;</li><li>• Article 6 (1) (c) GDPR processing is necessary for compliance with a legal obligation to which the controller is subject</li><li>• Article 6 (1) (f) GDPR processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party</li></ul>
5.	<b>The categories of personal data concerned</b>	<ul style="list-style-type: none"><li>• Name and Surname</li><li>• Business Address</li><li>• Contact Phone number</li><li>• Business E-mail</li><li>• Financial data for payment</li></ul>
6.	<b>Sharing your personal data:</b>	Your personal data will be treated as strictly confidential and will be shared with the following parties when it is necessary for them to undertake their duties: <ul style="list-style-type: none"><li>• IT companies who support our website and other systems;</li><li>• E-mail system providers;</li><li>• Payment systems operators;</li></ul>

		<ul style="list-style-type: none"> <li>• Delivery partners.</li> </ul>
7.	<b>Data retention:</b>	Your data is kept for the time necessary for the performance of a contract, and after its expiration or termination it is kept until the statute of limitations has expired or until the obligation of data retention is met in accordance with national law, especially tax law.
8.	<b>Your rights:</b>	<p>Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:</p> <ul style="list-style-type: none"> <li>• the right to access the data we hold on you</li> <li>• the right of any inaccuracies to be corrected</li> <li>• the right to have information deleted</li> <li>• the right to restrict the processing of the data</li> <li>• the right to object to the inclusion of any information</li> <li>• the right to portability</li> </ul> <p>If you think your data protection rights have been breached in any way by us, you have the right to make a complaint to the President of the Personal Data Protection Office.</p>
9.	<b>Information on contractual requirement for providing personal data:</b>	Providing your personal data is a contractual requirement and is necessary to fulfil the purpose it is gathered for.

\*\* definitions

- a) Data Controller – determines the purposes and means of processing personal data.
- b) Data Processing – any operation or set of operations which is performed on personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.