

1. The administrator of personal data is Vershold Holding Poland Sp. z o.o. with its registered office in Warsaw (hereinafter: **Vershold**), contact: e-mail: warsaw.vershold@vershold.com; correspondence address: Vershold Holding Poland Sp. z o.o. with its registered office in Warsaw (02-092), ul. Żwirki i Wigury 16A, with the note "*vershold.com*"; contact phone: +48 22 376 27 91.
2. Personal data will be processed on the basis of art. 6 clause 1 lit. f) GDPR for purposes arising from legitimate interests pursued by Vershold, i.e. to identify the sender, communicate with the sender and answer questions addressed to Vershold via the form provided on the Website in the "Contact" tab. If the content of the query results in another legal basis for their processing, Vershold will immediately inform about such basis.
3. Providing personal data in the scope resulting from the contact form (name, company name, e-mail address) is voluntary, but necessary to contact the User and provide an answer.
4. Personal data will be processed by Vershold for legal security reasons Vershold until the time limitations for any claims related to the content received by the "Contact" tab or for the time necessary to submit an answer to Users to the question provided via the form in the "Contact" tab - if the question does not create any claim.
5. Personal data are processed only by employees or permanent associates of the Company authorized in writing for the purposes of employment administration and preparation of HR documentation. Persons authorized to process such data are obliged to keep them secret.
6. The recipients of personal data may be:
 - a) authorized Vershold contractors, subcontractors, in particular in the field of hosting services, IT services outsourcing (e-mail service and hosting, device service, etc.), consulting (personnel consulting agencies),
 - b) other entities entrusted with the processing of personal data by Vershold while maintaining a full guarantee of securing your personal data.
7. Personal data will not be profiled.
8. Personal data will be stored within the EEA for the duration of the abovementioned purposes, with the proviso that information obtained using cookies may be saved outside the EEA, and in exceptional cases the full IP address may be transferred outside the EEA and shortened there. Personal Data may be disclosed to entities located outside the European Union or the European Economic Area. Such entities may be located in countries where applicable law on the protection of personal data provides a lower level of protection than in your country of residence. In the above case, Vershold ensures an adequate level of protection by obliging entities to comply with the principles of the "Privacy Shield" program (in the case of entities from the United States of America) or by obliging the entity to sign the so-called model clauses ("EC Model Clauses") approved by the European Commission.
9. In connection with the processing of personal data, you have the following rights:
 - 1) the right to access your data and receive a copy thereof;
 - 2) the right to rectify (correct) your personal data;
 - 3) the right to limit the processing of personal data;
 - 4) the right to delete personal data;
 - 5) the right to transfer personal data;
 - 6) the right to object to the processing of personal data;

7) the right to lodge a complaint with the President of the UODO (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00 - 193 Warsaw).

More information about the processing of personal data, including your rights, can be found in our [Privacy Policy](#).