**Statement of privacy protection /information clause/**

# Required data

Our Personal Data Protection Policy defines the rules for the use and storage of your data. The Personal Data Protection Policy is available at [Company's headquarters].

The administrator of the personal data you provide us (as the data subject) is Przedsiębiorstwo Produkcyjno-Handlowo-UsługoweZALMET Spółka Jawna W.M.P. Zaleśkiewicz with headquateers in Rypin, Rusinowo 35, 87-500 Rypin.

* We collect the following personal data depending on the purpose of processing:
* name,
* surname;
* address of residence / registration / correspondence
* Personal identity number/tax number/ National Official Register of Business Entities / National court register number, ID card number or passport number;
* E-mail and other forms of electronic communication;
* Bank account numbers;
* Phone numbers.

# The purpose of data collection:

We collect your personal data to provide you the following services:

* Collection of names, e-mail addresses and residence addresses for sending documentation related to the execution of orders and / or contracts, / basis for processing - agreement /
* Collection of names, surnames, addresses, ID numbers, phone numbers, Personal identity number/tax number/ National Official Register of Business Entities / National court register number, bank account numbers related to execution of orders and / or contracts, / basis for processing – agreement /
* Collection of names, surnames, addresses of residence, e-mail addresses, in order to conduct correspondence, / basis for processing – permission /
* Collecting of e-mail addresses for marketing purposes ( sending messages with marketing offers), / basis for processing – permission /
* Collecting business e-mail addresses for sending commercial offers, / basis for processing – permission /

# Manner of using of the data

Your personal data is processed at the registered office of the Company in Poland, Rusinowo 35, 87-500 Rypin. Hosting and storage of data takes place on the Company's Server maintained by Orange Polska SA, which is located in Poland.

Your personal data may be transferred to entities that process personal data at the request of administrators, including IT service providers, but these entities process data only at the express instruction of the administrators. In addition, your data is not disclosed to third parties, unless it is expressly required by law.

# Data retention period

Under Polish law, we are required to keep your documents for a maximum period of 6 years (the maximum period of limitation for claims under the Civil ​​Code), unless the longer storage period is based on specific provisions in accordance with the Data Retention Policy. After this period, your personal data will be permanently deleted. All personal data retained for the purpose of sending marketing information and information about the offer update will be stored by us until we receive notification from the data subject about the desire to resign from receiving such information. The schedule for retaining data is available only on paper version at the company's headquarters.

# The rights of the person whose data applies

A person who believes that the personal data stored by us is incorrect or incomplete may request access to such information, rectification or deletion. For this purpose, please contact us (contact data mentioned below)

In case of any complaints related to the processing of personal data by us, please contact our Personal Data Inspector by sending an e-mail to rodo@zalmet.com.pl or a letter to the following address: Rusinowo 35, 87-500 Rypin.

The Personal Data Administrator has appointed the Personal Data Inspector - Beata Tańska - with whom you can contact by e-mail to the following address:

**rodo@zalmet.com.pl**

Our Personal Data Inspector will investigate the complaint and take action to resolve the issue together with the person who made the complaint.

If, however, the person considers that his personal data is still not processed in accordance with the law, he may contact the President of the Office for Personal Data Protection and file a complaint with that body.