

In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter referred to as "the GDPR"), we inform you that

1. **Unimetal Recycling Sp. z o.o. [Unimetal Recycling Ltd], ul. Tuwima 21, 32-540 Trzebinia, telephone: 578 178 800, e-mail:ejurkowska@unimetalrecycling.pl**, is the controller of personal data under Article 4(7) of the GDPR.

2. The purposes for which we may process personal data depending on the source of origin:

Item no.	Source of information	Processing purpose
Customers' data		
1.	Concluding a contract and providing a service	<ul style="list-style-type: none"> • performance of a contract concluded (legal basis: Article 6(1)(b) of the GDPR) • compliance with the data controller's legal obligations relating to the necessity of keeping accounting records (legal basis: Article 6(1)(b) of the GDPR in connection with tax regulations) • pursuance of claims, if any (legal basis: Article 6(1)(f) of the GDPR) • marketing and promotion of our products and services (legal basis: Article 6(1)(a) and (f) of the GDPR) • internal administrative purposes – producing statistics, reporting, measuring customers' satisfaction (legal basis: Article 6(1)(f) of the GDPR)
2.	Contact form on the website	<ul style="list-style-type: none"> • performance of a contract concluded or steps taken before its conclusion (legal basis: Article 6(1)(b) of the GDPR) • marketing and promotion of our products and services (legal basis: Article 6(1)(a) and (f) of the GDPR) • giving answers to the questions sent, dealing with correspondence (legal basis: Article 6(1)(f) of the GDPR) • internal administrative purposes – producing statistics, reporting, measuring customers' satisfaction (legal basis: Article 6(1)(f) of the GDPR)
3.	Data received during conversations, including phone conversations, data received in e-mails, data from electronic forms	<ul style="list-style-type: none"> • performance of a contract concluded or steps taken before its conclusion (legal basis: Article 6(1)(b) of the GDPR) • marketing and promotion of our products and services (legal basis: Article 6(1)(a) and (f) of the GDPR) • giving answers to the questions sent, dealing with correspondence (legal basis: Article 6(1)(f) of the GDPR)

		<ul style="list-style-type: none"> • internal administrative purposes – producing statistics, reporting, measuring customers' satisfaction (legal basis: Article 6(1)(f) of the GDPR)
4.	Data received during meetings and taken from contracts concluded	<ul style="list-style-type: none"> • performance of a contract concluded, that is taking part in training (legal basis: Article 6(1)(b) of the GDPR) • ongoing contact based on a contract concluded or aimed at concluding it (legal basis: Article 6(1)(b) of the GDPR) • compliance with the data controller's legal obligations relating to the necessity of keeping accounting records (legal basis: Article 6(1)(b) of the GDPR in connection with tax regulations) • pursuance of claims, if any (legal basis: Article 6(1)(f) of the GDPR) • marketing and promotion of our products and services (legal basis: Article 6(1)(a) and (f) of the GDPR) • internal administrative purposes – producing statistics, reporting, measuring customers' satisfaction (legal basis: Article 6(1)(f) of the GDPR)
5.	Newsletter	<ul style="list-style-type: none"> • marketing and promotion of our products and services (legal basis: Article 6(1)(a) and (f) of the GDPR) • internal administrative purposes – producing statistics, reporting, measuring customers' satisfaction (legal basis: Article 6(1)(f) of the GDPR)
Data of contracting parties and other persons in contact with the controller		
6.	Data received during meetings and taken from contracts concluded	<ul style="list-style-type: none"> • performance of a contract concluded (legal basis: Article 6(1)(b) of the GDPR) • ongoing contact based on a contract concluded or aimed at concluding it (legal basis: Article 6(1)(b) of the GDPR) • compliance with the data controller's legal obligations relating to the necessity of keeping accounting records (legal basis: Article 6(1)(b) of the GDPR in connection with tax regulations) • pursuance of claims, if any (legal basis: Article 6(1)(f) of the GDPR) • internal administrative purposes – producing statistics, reporting, measuring customers' satisfaction (legal basis: Article 6(1)(f) of the GDPR)
7.	Data included in electronic and paper correspondence	<ul style="list-style-type: none"> • ongoing contact with our contracting parties and partners with which we have signed contracts – purpose: performance of the contracts

		<ul style="list-style-type: none"> • contact with businesses and their representatives with whom we conduct negotiations before concluding a contract • answering any other enquiries which are sent to our official electronic communication addresses (legal basis: Article 6(1)(a), (b) or (f) of the GDPR)
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3. The persons who or the entities which may be the recipients of personal data in connection with the fulfilment of purposes listed in Point 2:

- a) persons authorized by the controller – employees and partners,
- b) entities to which the controller has delegated the task of the processing of personal data (processors) under contracts concluded,
- c) entities to which the controller will be obliged by law to make data available,
- d) such entities as couriers, banks or law firms.

4. The processed personal data are not transferred to a third country or to an international organization.

5. Personal data will be processed by the controller for a period necessary to fulfil the purposes listed in Point 2:

- a) in connection with the performance of a contract concluded – until the termination of the contract, later – for a period and to the extent required by law, in particular in relation to keeping accounting records or securing claims, if any,
- b) in connection with marketing of products and services offered by the controller – until consent for such processing is withdrawn.

6. Rights of the persons whose data are processed by us:

- a) the right of access to data under Article 15 of the GDPR,
- b) the right to rectification of data under Article 16 of the GDPR,
- c) the right to erasure of data under Article 17 of the GDPR,
- d) the right to restriction of the processing of data under Article 18 of the GDPR,
- e) the right to data portability under Article 20 of the GDPR.

7. You have the right to withdraw your consent at any time without affecting the lawfulness of the processing based on the consent before its withdrawal if the processing is based on your prior consent for processing pursuant to Article 6(1)(a) of the GDPR.

8. If you want to exercise your rights referred to in the preceding points, send your request to the following e-mail address: ejurkowska@unimetalrecycling.pl.

9. You have the right to lodge a complaint with a supervisory authority if you consider that the processing of personal data infringes the GDPR.

10. The provision of your personal data is necessary to conclude and perform a contract, that is to take part in training/courses. The provision of data is voluntary, but if you do not provide them, it will not be possible to conclude and perform a contract (to fulfil an order).