

Data Controller	RTB House Data Center PTE. LTD. seat: 10 Ubi Crescent #04-19, Ubi Techpark, Singapore 408564, Reg. no.: 202204931C
Purposes of the processing	<ul style="list-style-type: none"> • execution of contracts; • negotiations; • conducting other business operations; • direct marketing activities; • settlement issues.
Categories of personal data	<p>Personal data contained in emails sent to RTB House staff which may include:</p> <ul style="list-style-type: none"> • email address; • names and surnames; • mobile phone number; • employer (or contractor) data; • position in a company; • business licenses numbers; • social media information (usernames, links to profiles etc.); • representation of a signature.
Sources of the personal data	<p>We obtain your data either directly from you (upon receiving your email) or from your employers, contractors or colleagues who share it with us (e.g. by cc'ing you to a conversation thread).</p>
Recipients of the personal data	<p>Your personal data may disclosed to:</p> <ul style="list-style-type: none"> • members of RTB House staff and • our subcontractors <p>only if it is necessary for the purposes set out above.</p>
Data Privacy Counsel	<p>If you have any questions regarding issues related to processing of personal data, please contact our Data Privacy Counsel via the following means:</p> <ul style="list-style-type: none"> • by mail, to the following address: Data Protection Officer, RTB House SA, 61/101 Złota St., 00-819 Warsaw, Poland;

	<ul style="list-style-type: none">• by e-mail: dpo@rtbhouse.com.
Retention period	<p>Your personal data shall be retained for the period necessary to accomplish purposes indicated above.</p> <p>Personal data processed for the purposes of the execution of contracts are processed until potential claims are time-barred.</p> <p>If cooperation is established, personal data contained in accounting documents are stored for the period of storage of accounting records and limitation period for claims claimed in civil proceedings or covered by criminal or tax proceedings.</p>