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| Data Controller | <p>RTB House CEE sp. z o.o. seat: 61/101 Żłota Street, 00-819 Warsaw, Poland,</p> <p>registered in the National Court Register kept by the District Court for the Capital City of Warsaw, 12th Commercial Division of the National Court Register under KRS No.: 0000958182, NIP (Tax ID No.): PL5272992432, Share capital: 1 500 000 PLN fully paid.</p> |
| 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. |
| Legal bases for the processing | <p>The legal basis is dependent of the purpose of conversation conducted with RTB House staff. It might be either:</p> <ul style="list-style-type: none"> • necessity to enter into a contract with you or in order to take steps at your request prior to entering into a contract – Article 6(1)(b) of the GDPR or; • our legitimate interest based resulting from: conducting negotiations, performance of contracts, executing settlements. |

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| <p>Sources of the personal data</p> | <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> |
| <p>Recipients of the personal data</p> | <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> |
| <p>Data subject's rights</p> | <p>You have the following rights with respect to your personal data:</p> <ul style="list-style-type: none"> • the right to object to processing of the personal data for direct marketing purposes or, on grounds relating to your particular situation, whenever the legal basis for processing is controller's legitimate interest; • the right to access to the personal data; • the right to obtain from the controller restriction of processing as referred to in Article 18 of GDPR; • the right to request that your personal data be corrected if it is found to be inaccurate or out of date; • the right to request your personal data be erased where it is no longer necessary for the controller to retain such data; • the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing; • the right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller. <p>You are entitled to request a copy of your personal data processed by the controller.</p> |

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| <p>Data Protection Officer</p> | <p>We have appointed a Data Protection Officer. It is a person you may contact regarding any issues related to processing of personal data and exercise of your rights concerning the processing of your personal data.</p> <p>You may contact Data Protection Officer 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; ● by e-mail: dpo@rtbhouse.com. |
| <p>Profiling</p> | <p>We do not conduct profiling of your personal data described herein.</p> |
| <p>Retention period</p> | <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, that is for a period of 3 years (or 6 years in the case of natural persons who are not sole traders) of the day on which a claim becomes due and payable.</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. The storage period is five years since the beginning of a year following the financial year in which operations, transactions and proceedings have been finally completed, paid off, settled or time-barred.</p> |

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| | <p>Personal data processed in connection with a legitimate interest of the controller (such as personal contact details) can be processed until an objection is made or a period of data usefulness expires.</p> |
| Transfers to third country and safeguards | <p>The controller shall not transfer or permit any of your personal data to be transferred to a territory outside of the EEA unless it has taken such measures as are necessary to ensure the transfer is in compliance with applicable laws. Such measures may include (without limitation) transferring personal data to a recipient in a country that the European Commission has decided provides adequate protection for personal data as referred to in Article 45 of GDPR. If you wish to find the list of the countries which the European Commission recognised as providing adequate protection click here.</p> <p>Furthermore, you are entitled to obtain copy of security policy of transferring the data outside the EEA. In order to obtain such copy, please contact our Data Protection Officer.</p> |
| Further Processing | <p>If we wish to use your personal data for a new purpose, not covered by this notice, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.</p> |

Contact details and lodging a complaint with supervisory authority

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer via e-mail dpo@tbhouse.com

You are entitled to lodge a complaint with the competent supervisory authority, in particular in the Member State of your habitual residence, place of work or of an alleged infringement of the GDPR. Please find below the contact details to supervisory authorities which have jurisdiction over the activity of the controller:

Prezes Urzędu Ochrony Danych Osobowych
<https://www.uodo.gov.pl/pl/p/kontakt>
2 Stawki St.
00-193 Warszawa, Poland
T: + 606-950-000