

Data Controller	Data Controller is: RTB House entity, with which the company you represent is negotiating a contract.
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 we collect and use in connection with the contracts that we sign with our clients.</p> <p>Identification data and business contact information:</p> <ul style="list-style-type: none"> • email address; • names and surnames; • mobile phone number; • employer (or contractor) data; • position/role in a company; • representation of a signature. <p>Additionally we may collect information that you provide us in course of our business relations such as:</p> <ul style="list-style-type: none"> • data concerning the fulfillment of our pre-contractual measures including correspondence data, offers, tenders, contract and order data, records related to queries, questions, complaints, invoices, payments, order and contract data.
Legal bases for the processing	<p>The legal basis is dependent of the purpose of conversation or contact 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.

<p>Sources of the personal data</p>	<p>We obtain your data either directly from you (upon receiving your email) or from your employer, contractor or colleagues who share it with us (e.g. by cc'ing you to a conversation thread, indicating you as an authorized person to sign a document).</p>
<p>Recipients of the personal data</p>	<p>Your personal data may be 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>

<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: Katarzyna Kamińska, 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 for a period specified in relevant legislation.</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 as specified in relevant legislation.</p> <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>
<p>Transfers to third country and safeguards</p>	<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</p>

	<p>a country that the European Commission has decided provides adequate protection for personal data as referred to in Article 45 of GDPR or to a recipient outside the EEA that has entered into EU Standard Contractual Clauses referred to in article 46(2)(c) of the GDPR and has implemented appropriate safeguards. 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>
<p>Further Processing</p>	<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>
<p>Contact details and lodging a complaint with supervisory authority</p>	<p>To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer via e-mail dpo@tbhouse.com</p> <p>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 the list of supervisory authorities which have jurisdiction over the activity of the controller.</p>