

Information clause under the GDPR for Business Partners

Personal data protection regulations

Ver. 04.2022

Dear Sir or Madam,

SKOFF Spółka z ograniczoną odpowiedzialnością makes every effort to ensure the security and confidentiality of your personal data.

We take care of data protection by applying the appropriate technical and organisational safeguards, including the use of adequate protection when designing new activities.

These regulations serve to inform the interested parties about the purposes, scope and categories of personal data processing, period of processing time and your rights, in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Official Journal of the EU L 119, page), hereinafter: GDPR, which came into force on 25 May 2018.

Data Controller and Data Protection Officer

Your data are controlled by SKOFF Sp. z o.o. with its registered office in Czechowice-Dziedzice (43-500), ul. Legionów 243D.

As the Data Controller, we are responsible for ensuring the security of personal data and for the manner of their use in accordance with the applicable law.

The Controller has not appointed the Data Protection Officer, because in this case, there is no such obligation. The Controller may provide any additional information at odo@skoff.pl or by mail to the address of the registered office of SKOFF.

Data security

In order to guarantee the security of personal data, we have conducted a risk analysis for the security measures we use and for the implementation of legal obligations. Data processing is carried out in accordance with the law and best practices in this field.

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NIP [Tax No.]: 652-13-77-590
REGON [Statistical No.]: 273385818
KRS [National Court Register]: District Court in Katowice,
no. 0000138916
Share capital: PLN 100,000

www.skoff.pl
info@skoff.pl



Categories of collected personal data

In connection with the tasks carried out by SKOFF Sp. z o.o., we would like to inform you that we process personal data collected from the following areas:

Data entrusted for the purpose of concluding and implementing commercial contracts

SKOFF, as the Controller of personal data obtained through the implementation of agreements or contracts, processes them only for the duration of the agreements or contracts and on the terms strictly described therein. Legal basis (Article 6(1)(b) of the GDPR),

Possible determination, assertion or defence against claims

Legal basis (Article 6(1)(f) of the GDPR),

Archiving information in the event of the obligation to prove facts resulting from the provisions of the applicable law

Legal basis (Article 6(1)(c) of the GDPR),

Financial purposes, resulting from the need for mutual settlements of commercial transactions by our accounting, including the issuing of accounting documents

Legal basis (Article 6(1)(c) of the GDPR),

Statistical purposes, research on your satisfaction with our service, analytical purposes – consisting in adjusting our services to the needs of the customers, handling complaints and notifications

(Article 6(1)(f) of the GDPR),

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For the purposes of direct marketing of own products and services

(Article 6(1)(f) of the GDPR),

In addition, your personal data may be processed by video surveillance located on the premises of SKOFF, in public and production areas (corridors, staircases, reception, assembly hall, offices, etc.). The use of video surveillance is aimed at ensuring the safety of our Customers, Employees and other people staying in our premises, as well as the protection of property.

Legal basis (Article 6(1)(f) of the GDPR),

Data of persons who have subscribed to the newsletter service

We process your data in order to send you the SKOFF newsletter based on your consent. The data will be deleted when you unsubscribe from the newsletter.

Data of persons making inquiries to SKOFF Sp. z o.o.

The data are processed in order to handle inquiries addressed to SKOFF as part of the performance of the tasks of SKOFF, which constitute the legal basis for data processing. The data are processed for no longer than it is necessary to handle the inquiry, for the time necessary to fulfil the legal obligation incumbent on the Controller.

Data of persons calling SKOFF

We process the data of persons calling SKOFF for a certain period of time to document telephone arrangements.

Data of senders and recipients of correspondence

We process data in order to record incoming and outgoing mail correspondence and to comply with legal obligations. These data are stored for a period of six years from the last entry in the correspondence book.

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Data of people coming to the registered office of SKOFF who are not the employees of SKOFF.

Pursuant to Article 36 paragraph 1 of the Act on the protection of persons and property (Journal of Laws 2018.0.2142 consolidated text – Act of 22 August 1997 on the protection of persons and property), security staff may process personal data of people entering the building in order to ensure security in the facility and at the premises of SKOFF Sp. z o.o. The basis for the processing of personal data in the register of entries and exits is the legitimate interest of the controller (Article 6(1)(f) of the GDPR). The data are stored for three months.

Data of bidders and their employees

We process the data in order to conduct a tender or bid procedure as well as to conclude and perform the contract. The period of data storage depends on the rules resulting from the financing sources of the contract.

Data of owners or proxies of entities performing services on behalf of SKOFF (business partners)

We process the data in order to implement and settle the contract and to fulfil legal obligations, in particular those resulting from the Act of 29 September 1994 on accounting. The period of data storage depends on the rules related to the financing of the contract.

Data of ERP system users and persons indicated in technical support requests

We process the data in order to perform the tasks of SKOFF related to the use of the ERP System and to ensure its ongoing functioning. The data are stored for the period necessary to perform the tasks in this area.

Data of owners or proxies of entities that have failed to meet their obligations towards SKOFF

We process the data in order to assert our rights resulting from the non-fulfilment of obligations.

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Data of persons reporting corruption and unethical threats

These data are processed in order to counteract corruption threats and unethical activities. They are kept for the period necessary to perform the tasks in this area.

Information about our employees and job applicants

Personal data within the scope indicated in the provisions of the labour law (Act of 26 June 1974 – Labour Code) will be processed in order to carry out the recruitment procedure (Article 6(1)(b) of the GDPR), while other data, including contact data, will be processed based on the consent (Article 6 (1)(a) of the GDPR), which may be revoked at any time.

Employees' personal data may be transferred to the Tax Office, Social Insurance Institution, PIP, PFRON, entities providing the following services: training, medical care, insurance, accounting, sports, recreation, IT, and the location of company vehicles.

Your rights.

You have the right to access your personal data, to correct them, to request their erasure or to object to their processing due to your particular situation. You also have the right to request us to limit the processing of your personal data, as well as the right to data portability.

You have the right to the erasure of your personal data if you believe that we have no grounds for their processing, and the right to limit the processing of your personal data, e.g. only to their storage or other operations indicated by you, in a situation where you have objected to the processing of your personal data.

You have the right to object to marketing activities. You can always object to the processing of your personal data for the purposes of direct marketing (in such a case, we will not process them for this purpose).

You have the right to object to the processing of your personal data on the basis of a legitimate interest due to your particular situation. For this purpose, you must provide us with a reason (special situation) for which we must cease to process your data. We will cease to process your data for these purposes, if we do not prove that our grounds for the processing override your rights or that we need them in order to determine, assert or defend against claims.

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You have the right to portability of your personal data if it is possible in specific circumstances. This right can be exercised by receiving from us, at your request, personal data in machine-readable formats. You can also ask us to transfer these data to another data controller.

You have the right to lodge a complaint with the President of the Personal Data Protection Office, whose contact details are available on the Internet, on the official website of the Personal Data Protection Office.

In order to exercise your rights, please contact the Controller at the following email address: odo@skoff.pl

After confirming your identity, we will start handling your rights, requests and inquiries.

You can always request us to withdraw your consent by sending an email to our address: odo@skoff.pl informing us that you withdraw your consent to our processing of your personal data.

If we process your personal data for other purposes and on other legal bases than your consent, we will be able to further process them for purposes for which we have other legal bases. We have indicated these situations above, next to the purposes for which we process personal data.

Information on the required / voluntary provision of data.

In order to use our services and to conclude a contract with us, you are required to provide us with your personal data, as it is a necessary condition for the contract conclusion. The need to provide your data is also a statutory requirement (e.g. in the case of documentation of sales, e.g. with a VAT invoice). Your provision of personal data is voluntary, but it may be necessary for the conclusion and performance of the contract and for sending commercial and marketing offers.

Entities with which we may share personal data.

The recipients of your personal data may be entities to which we are obliged to provide personal data under the applicable law, including the Tax Office, the Court, the Public Prosecutor's Office, etc.

We will also share personal data with our subcontractors with whom we have concluded separate contracts for entrusting the processing of personal data:

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IT companies and IT infrastructure support companies, law firms, courier companies and postal operators, insurance companies.

Transfer of data to third countries or international organisations.

We do not transfer your personal data to any third countries or international organisations.

Your personal data will be processed by us for the entire term of performance of the contract and afterwards, i.e. until the expiry of the limitation period for any claims arising from the contract and in connection with the implementation of the six-year archiving obligation.

Time of data processing.

The period of personal data processing:

- 1) for the entire duration of the contract concluded at the Customer's request, and afterwards, until the claims become time-barred – for a maximum of 10 years,
- 2) accounting documents (invoices, bills, etc.) – for five years from the end of the accounting period,
- 3) the data processed by us on the basis of our legitimate interest, as the controller of personal data, will be processed for the entire duration of this interest,
- 4) the data processed by us for the purpose of direct marketing of our own products and services will be processed until you object to it,
- 5) the data processed by video surveillance will be stored for a period of 90 days from the recording, unless, due to the incident, their further processing will be necessary for the purposes of proceedings conducted pursuant to the provisions of the law (Journal of Laws of 2018, item 1000, Act on Personal Data Protection of 10 May 2018, Article 111).
- 6) the data processed in order to keep a register of employees, employee files and records of their working time:
 1. Employees employed after 31 December 2018 – 10 years;
 2. Employees employed after 31 December 1998 and before 1 January 2019 – 50 years, with the possibility of shortening this period to 10 years;
 3. Employees employed before 1 January 1999 – 50 years.

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