

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
OF PEOPLE CONTACTING KLK TRADE SP. Z O.O. BY PHONE, E-MAIL AND
VIA THE WEBSITE [HTTPS://KLK-TRADE.COM](https://klk-trade.com)**

1. Personal scope.

this information on the processing of personal data concerns the processing of personal data of natural persons who:

- 1) made an enquiry using the contact form on <https://klk-trade.com>,
- 2) contact by phone, e-mail
- 3) gave consent to receiving commercial information on the business and products of KLK Trade Sp. z o.o.

2. Administrator danych osobowych.

Your personal data controller is KLK Trade Sp. z o.o. seated in Warszawa (00-412), ul. Kruczkowskiego 4/13 (hereinafter referred to as: Controller). You can contact the Controller by correspondence to the address of the head office or by email at odo@klk-trade.com.

3. Purposes and legal basis for the processing of personal data and data retention period.

Lp.	Cel przetwarzania	Podstawa prawna	Okres przechowywania
1.	Realisation of a legally justified interest of the Controller, consisting in the communication with users of the website, through replies to the enquiries on the business	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest (30 days from the end of the correspondence), or effective objection against the retention
2.	Realisation of a legally justified interest of the Controller, consisting in replies to the enquiries on the business made by phone and e-mail	art. 6 ust. 1 f) RODO	To the realisation or termination of the interest, or effective objection against the retention
3.	Presentation of commercial information	Article 6 (1) (a) of the GDPR	To the withdrawal of the consent
4.	Realisation of a legally justified interest of the Controller consisting in establishing, ascertaining and defending against claims	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest (prescription of potential claims), or effective objection against the retention
5.	Realisation of a legally justified interest of the Controller, consisting in enabling the operation of basic website functions, adapting Internet content to customer needs, preparing statistics for marketing purposes, including adapting the offer to the customer profile and targeting advertising to a specific customer profile.	Article 6 (1) (f) of the GDPR	To the realisation or termination of the interest, or effective objection against the retention

4. Personal data categories.

As the Controller, we will process the following categories of personal data:

- identifying data, e.g. name(s) and surname,
- contact data, e.g. email, phone number,
- personal data that you have provided to us voluntarily by visiting <https://klk-trade.com> and, such as internet protocol addresses of visitors to our websites, user history and data saved in cookies, more information can be found in our [Cookie Policy](#).

5. Personal data recipients.

The Controller can transfer you personal data within a required scope, especially to the following categories of recipients:

- 1) entities rendering services to the Controller, especially:
 - entities maintaining and making accessible to the Controller of IT systems and tools, where personal data is processed (communication system,

- auditing and consulting companies,
 - entities rendering marketing services to the Controller.
- 2) entities that do not act solely on our instructions and set the purposes and methods of processing your personal data on their own. We use them to conduct remarketing campaigns and to conduct statistical and analytical research,
 - 3) institutions entitled by law to receive personal data of based on applicable regulations (e.g. Tax Office, courts and other authorities, including bailiffs and police);
 - 4) institutions entitled by law to control the Controller.

Entities processing personal data use proper safety tools by using suitable technical and organisational means ensuring an adequate level of safety for the risk related to the processing of personal data, according the GDPR, as well as common regulations in force. Entities processing data are obliged to keep the data in secret.

6. Rights of data subjects.

Pursuant to the GDPR, you are entitled to demand the access to your personal data from the Controller, correct, delete or restrict the processing of your personal data, to object to the processing of your data based on a justified interest of the Controller. If the processing of personal data is based on a consent, you are entitled to withdraw the consent at any time. The statement of consent withdrawal requires no justification and can be submitted at any time, but if the consent is necessary for taking activities, its withdrawal will mean that these activities will not be performed any more. The withdrawal will not affect the right to process executed based on the consent before its withdrawal.

To exercise your rights, you can contact the Controller at the address given in Clause 2.

You have the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office, address: 2 Stawki Street, 00-193 Warsaw.

7. Voluntariness of giving data.

Giving personal data is voluntary, however making enquiries through the contact form and receiving commercial information without it is impossible.

8. Processing of personal data in an automated form

Your personal data will not be used for the purpose of automated decision-making (including in the form of profiling) in such a way that as a result of such automated processing, any decisions could be made that would produce legal effects or would similarly affect any effects

9. Updating Information on the processing of personal data.

This Information on the processing of personal data is effective from August 01, 2022 and was updated on June 14, 2024 and may be subject to further changes.