

Privacy policy on website

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We know how important the protection of personal data is, which is why we have created a document entitled Privacy policy in which we have described everything that is important to you, especially when you enter our website. Know that we implement the principles of lawful, reliable and transparent processing of your personal data.

However, let's start with a few definitions to get started.

PDC – Personal data administrator, i.e. TASKOPROJEKT S.A.

ul. Mogileńska 50 61-044 Poznań, Poland.

GDPR – Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (General Data Protection Regulation).

Website - website belonging to TASKOPROJEKT, under which we provide our services. The website is available at the following address www.taskoprojekt.com.pl.

Personal data administrator

The administrator of personal data is TASKOPROJEKT S.A.

ul. Mogileńska 50 61-044 Poznań, Poland.

How you can get in touch with us

If you want to contact us and ask us a question, you can do it via info@taskoprojekt.com.pl or by writing to the address TASKOPROJEKT S.A. ul. Mogileńska 50 61-044 Poznań, Poland.

At this address you will contact the person responsible for data protection.

Purpose, legal basis and time of data processing

In connection with the services we provide, we process your data for various purposes. We can also process them when you enter our website. Below we have listed all the situations when we process your data. We have also indicated the scope of this data and the legal basis in accordance with the provisions of the GDPR.

- data obtained using the form <http://taskoprojekt.com.pl/kontakt/> - based on your consent, for the purpose adequate to the form (answer to the question sent via the contact form) for a period of 3 years from the date of the last contact regarding the matter being subject of the question or until you withdraw the above-mentioned consent. In order for us to be able to answer your question, we process data such as:
 - first and last name,
 - e-mail,
 - company name (optional),
 - phone number,
 - message.
- data obtained for the performance of the contract - because they are necessary to perform the service and to inform about changes and new / similar TASKOPROJEKT services (so-called direct marketing of own services) that may be of interest to you, until the cooperation ceases or you withdraw your consent, and in the case of data processed for tax and accounting purposes, etc.
 - until the time specified by specific legal provisions.
- data obtained using the form <http://taskoprojekt.com.pl/kariera/> - data of candidates for work - in accordance with the consent expressed by the candidate to process them as part of one or more (future) recruitment processes. In order for us to be able to accept your application for work, we process data such as:
 - first and last name,
 - e-mail,
 - telephone number,
 - data from the CV file as an attachment.

Your personal data will be kept for the duration of the recruitment process, no longer than 12 months from the receipt of the application. With your consent, the data provided will be stored for the purposes of further recruitment for a period not longer than 24 months from the receipt of the application.

Profiling

We perform profiling only to adapt the content of the Website pages to the User's preferences and to optimize the use of websites; in particular, cookies allow to recognize the device of the Website User and properly display the website, tailored to his individual needs.

Who we share your data with and where we pass it on

Your personal data may be transferred to entities processing personal data (e.g. suppliers of IT systems and IT services) at the request of TASKOPROJEKT on the basis of a data processing entrustment agreement.

We provide your personal data if requested by authorized state authorities, in particular organizational units of the prosecutor's office, the Police, the President of the Office for Personal Data Protection, the President of the Office of Competition and Consumer Protection or the President of the Office of Electronic Communications.

Our suppliers are based in Poland and other countries of the European Economic Area (EEA), e.g. in Ireland. Some of our suppliers are based outside the EEA. In connection with the transfer of your data outside the EEA, we made sure that our suppliers guarantee a high level of personal data protection. These guarantees result in particular from the obligation to use standard contractual clauses adopted by the Commission (EU) or participation in the "Privacy Shield" program established by the Commission Implementing Decision (EU) 2016/1250 of 12th July 2016 on the adequacy of the protection provided by the EU-US Privacy Shield.

Cookies placed on the Website User's end device may also be used by partners and third parties cooperating with the Website operator (e.g. Facebook, Twitter, Google, etc.).

What rights you have

We want you to know that you have a right of:

- access to data and receipt of a copy thereof. You have the right to obtain confirmation from us as to whether we process your personal data, and if so, you have the right:
 - to get access to your personal data,
 - to obtain information about the purposes of processing, categories of personal data processed, recipients or categories of recipients of these data, the planned period of storage of your data or the criteria for determining this period, about your rights under the GDPR and the right to lodge a complaint with the supervisory authority, about the source of these data, about automated decision-making, including profiling, and about the security measures used in connection with the transfer of such data outside the European Union,
 - to obtain a copy of your personal data.

- to **rectify (correct) data**. You have the right to rectify and supplement the personal data provided by you. You can do it yourself in the Settings (Privacy) tab. With regard to other personal data, you have the right to request us to correct this data (if it is incorrect) and supplement it (if it is incomplete);
- to **delete data** (the right to be forgotten) - if in your opinion there is no reason for us to process your data, you can request that we delete it. You have the right to request the deletion of personal data if:
 - you have withdrawn your specific consent to the extent that personal data was processed based on your consent;
 - your personal data are no longer necessary for the purposes for which they were collected or processed;
 - you have objected to the use of your data for marketing purposes;
 - you objected to the use of your data for the purpose of keeping statistics on the use of the Website and satisfaction surveys, and the objection was considered justified;
 - your personal data is processed unlawfully.

Despite the request to delete personal data, in connection with the objection or withdrawal of consent, we may retain certain personal data to the extent necessary for the purpose of establishing, investigating or defending claims. This applies in particular to personal data including: name, surname, e-mail address and application history, which we keep for the purpose of handling complaints and claims related to the use of our services.

- **restrictions on data processing** - you can request that we limit the processing of your personal data only to their storage or performance of activities agreed with you, if in your opinion we have incorrect data about you or we process it unreasonably, or you do not want us to delete it because you need it to establishing, investigating or defending claims, or for the duration of an objection to data processing. You have the right to request the restriction of the use of your personal data in the following cases:
 - when you question the correctness of your personal data - then we will limit their use for the time needed to verify the correctness of your data, but no longer than for 30 days;
 - when the processing of your data is unlawful, and instead of deleting the data, you request the restriction of their use;
 - when your personal data are no longer necessary for the purposes for which we collected or used them, but you need them to establish, assert or defend claims;
 - when you object to the use of your data - then the restriction takes place for the time needed to consider whether - due to your special situation - the protection of your interests, rights and freedoms outweighs the interests that we pursue when processing your personal data.

- to **object to the processing of your data** for the purpose of direct marketing. If you exercise this right - we will stop processing your data for this purpose. If your objection turns out to be well founded and we have no other legal basis to process your personal data, we will delete your data to the use of which you objected;
- to **transfer data** - you have the right to receive from us in a structured, commonly used machine-readable format, e.g. CSV, personal data about you that you provided to us based on your consent. You can also commission us to send this data directly to another entity;
- **lodge a complaint with the supervisory authority.** You can submit complaints, inquiries and requests to us regarding the processing of your personal data and the exercise of your rights. If you believe that we are processing your data unlawfully, you can submit a complaint to PUODO (President of the Personal Data Protection Office) based at ul. Stawki 2 in Warsaw or another supervisory authority.

Remember that you have the right to **withdraw your consent to the processing of your personal data** at any time. Withdrawal of consent takes effect from the moment the consent is withdrawn. Withdrawal of consent does not affect the processing carried out by us in accordance with the law before its withdrawal. Withdrawal of consent does not entail any negative consequences for you. However, it may prevent you from continuing to use the services or functionalities that we can legally provide only with your consent.

How you can claim your rights

In order to exercise your rights, send a request to the e-mail address **info@taskoprojekt.com.pl**. Remember that before exercising your rights, we will have to make sure that you are exactly the person who provided us with all the data, i.e. we will identify you accordingly.

If, in the exercise of the above-mentioned rights, you make a request to us, we comply with this request or refuse to comply with it immediately, but no later than one month after receiving it. However, if - due to the complexity of the request or the number of requests - we will not be able to meet your request within a month, we will comply with it within the next two months, informing you in advance about the intended extension of the deadline.

For technical reasons, we always need up to 30 days to update the settings you have selected in our systems. Therefore, it may happen that you will receive an e-mail from us during the system update, from which you have opted out.

We take care of your data

We make every effort to ensure the security of your personal data. The websites use encrypted data transmission (SSL) during registration and logging in, which ensures the protection of the data identifying you and significantly hinders the interception of access to your Account by unauthorized systems or persons.

Cookies

The website does not automatically collect any information, except for information contained in cookies.

Cookies are IT data, in particular text files, which are stored on the Website User's end device and are intended for using the Website's pages. Cookies usually contain the name of the website they come from, the storage time on the end device and a unique number.

The entity that places cookies on the Website User's end device and obtains access to them is the operator of this Website, TASKOPROJEKT SA, with its registered office at ul. Mogileńska 50, 61-044 Poznań, Poland.

Cookies are used to:

- adapt the content of the Website pages to the User's preferences and to optimize the use of websites; in particular, these files allow to recognize the device of the Website User and properly display the website, tailored to his individual needs;
- create statistics that help to understand how Website Users use websites, which allows improving their structure and content;

The Website uses two basic types of cookies: session cookies and persistent cookies. Session cookies are temporary files that are stored on the User's end device until logging out, leaving the website or turning off the software (web browser). "Persistent" cookies are stored on the User's end device for the time specified in the cookie file parameters or until they are deleted by the User.

The following types of cookies are used on the Website:

- "performance" cookies, enabling the collection of information on the use of the website pages;
- "functional" cookies, enabling "remembering" the settings selected by the User and personalization of the User's interface, e.g. in terms of the selected language or region of the User, font size, website appearance, etc.;

In many cases, the software used for browsing websites (web browser) allows cookies to be stored on the User's end device by default. The Website Users can change their cookies settings at any time. These settings can be changed in particular in such a way as to block the automatic handling of cookies in the web browser settings or to inform about their every posting on the Website User's device. Detailed information on the possibilities and methods of handling cookies is available in the software (web browser) settings and in the help files available in the browser menu.

The website operator informs that restricting the use of cookies may affect some of the functionalities available on the website pages.

Video surveillance on the premises of the Company

Video surveillance in the Company covers: building entrances, gates and the area around them. And it is used to protect property and ensure the safety of people staying in the monitored area and to keep secret information, the disclosure of which could expose the Administrator to damage. Processing is necessary to implement the legitimate interest of the administrator pursuant to art. 6 sec. 1 lit. f GDPR. The data may be accessed by security companies in order to provide services to the Administrator or entities authorized to do so under the law. The monitoring records will be stored until overwritten (depending on the size of the recordings) up to 30 days or until the legal proceedings are concluded legally. You have the right to access your data and the right to rectify, delete, limit processing, the right to transfer data, the right to object - under the conditions specified in the provisions of the GDPR. You have the right to lodge a complaint with the supervisory authority. Providing personal data is voluntary, but failure to provide it prevents entry into the Company's premises.

People entering the Company's premises

Your personal data will be processed on the basis of art. 6 sec. 1 lit. f GDPR, for purposes related to the registration of people entering the premises of the Company or participating in shows in the protected area. The recipients of your data may only be entities authorized to process data on the basis of legal provisions. You have the right to access your personal data, rectify it, delete or limit processing, and the right to object to the processing and the right to transfer data. You have the right to lodge a complaint with the supervisory authority. Providing personal data is voluntary, but failure to provide it prevents access to the Company's premises.