

## **BIGLETTER TŁUMACZENIA PRIVACY NOTICE**

This document is a description of the privacy policy and the use of cookies by BigLetter Tłumaczenia Jarosław Kościelski with its registered office at ul. Grunwaldzka 472, 80-309 Gdańsk, Poland (Controller). It defines the rules, method of processing and using data and information from customers and users of the website. Please read this notice carefully. By accessing or using this website and submitting any personal information to us, you agree to the terms of this privacy notice.

### **I. Personal data protection rules**

1. The Controller takes special care to ensure that all personal data is processed in accordance with the purpose for which it was collected and used in accordance with the scope of granted permits (consents) and the areas of processing permitted by law.
2. All personal data are processed in a manner consistent with the requirements of generally applicable law, in particular in accordance with Regulation (EU) 216/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR), the Act of 29 August 1997 on the Protection of Personal Data (Journal of Laws of 2016, item 922, as amended), the Act of 18 July 2002 on the provision of electronic services (consolidated text Journal of Laws of 2017, item 1219, as amended) and the Telecommunications Law Act (consolidated text Journal of Laws of 2017, item 1907, as amended), including in accordance with the scope of the consent given by the customer.
3. We make sure that the processing of personal data is carried out in accordance with the principles of substantive correctness and adequate to the purposes for which they were collected.
4. We process data for the period necessary to achieve the purposes for which they were collected, and additionally for the period in which we are obliged to do so under generally applicable law.
5. We ensure the confidentiality, integrity and accountability of the personal data we process.
6. The processed personal data are not made available without the consent of the data subjects, unless the data is made available to persons authorized to process personal data, entities to which the data has been transferred on the basis of an entrustment agreement (including law firms, HR and accounting offices, entities providing IT services) and entities authorised under applicable law.
7. The processed personal data is not transferred to countries outside the European Union and the European Economic Area.

## II. Methods of obtaining data

Personal data is obtained through:

- a. forms completed online - information is collected through forms available on our website, used for contact purposes, submitting questions, recruiting suppliers and expressing comments.
- b. contact without the use of the network – on the website there are various telephone numbers and e-mail addresses at which you can contact us.
- c. when using the resources of the [www.bigletter.pl](http://www.bigletter.pl) website – information about users is collected through files such as "cookies".

Cookies – are small text files called "cookies", sent by our website and saved on the user's end device (computer, laptop, smartphone). We use them to tailor content and services to the individual needs and interests of [www.bigletter.pl](http://www.bigletter.pl) users, to understand how users use our website and to constantly improve our website, making it even more user-friendly and tailored to the needs of users. The User may at any time disable the option of accepting cookies in their browser, however, the effect of such a change may be the loss of the ability to use the Controller's website.

## III. The purpose for which we use the collected data

1. Personal data is used for the purposes of providing services and products ordered by customers and the related legal obligations incumbent on the controller – pursuant to Article 6(1)(b) and (c) of the GDPR.
2. In the case of obtaining the appropriate consent, the data is also used for the purposes of direct marketing of the Controller's products and services on the basis of Article 6(1)(a) of the GDPR.

## IV. Information Security and Storage

The Controller ensures the security of personal data through appropriate technical and organisational measures aimed at preventing unlawful data processing and their accidental loss, destruction and damage.

## V. User's rights

1. Providing personal data to the extent necessary for the delivery of products and services offered by the Controller is obligatory, and in the remaining scope it is voluntary.
2. The Controller respects the rights of each person whose data is processed: access to data, rectification of data, deletion of data, restriction of processing, transfer of data, the right not to be subject to a decision which is based solely on automated processing, including profiling and has legal effects on that person or otherwise significantly affects him.
3. If the processing is based on the consent of the data subject, the data subject has the right to withdraw the consent at any time, provided that this will not affect the lawfulness of the processing that was carried out on the basis of consent before its withdrawal.
4. The person whose data we process may exercise their rights by sending a letter to the Controller in which they present their demands.
5. The person whose data we process has the right to lodge a complaint with the supervisory authority if they believe that their rights have been violated.

## VI. Changes to the privacy notice

Changes in the Controller's privacy notice may be influenced by changes in the legislative sphere regarding personal data protection, as well as other factors. Any changes will be immediately communicated to customers and users on the Controller's website.