**Information on Personal Data Protection**

Pursuant to the provisions of the Regulation (EU) 2016/679 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 (known as General Data Protection Regulation "**GDPR**"), as the data Controller we herewith inform our valued customers, collaborators and all interested parties about the principles of data processing by BAS Knitting Partnership.

BAS Knitting processes various type of data for a number of different purposes. The means of data collection, legal bases and data retention times may differ for various data processing purposes. Therefore, the following information contains general information on the legal basis and other key principles governing data processing by BAS Knitting, whereas detailed information is provided additionally for each data processing purpose (e.g. recruitment of personnel).

**The data Controller** for the data processed is **BAS Knitting** Partnership (95-030 Rzgów, ul. Długa 26),later referred to as the "**BAS**".

**The data are processed in relation to implementation of the following purposes of processing pursued by BAS:**

1. Provision of services for our clients (offer-making, quotations, orders processing and delivery, invoicing).
2. Contracting goods and services from our suppliers, subcontractors and collaborating entities.
3. Recruitment and employment of personnel and compliance with legal obligations to which the controller is subject in relation to social security and tax regulations.
4. Accounting, keeping books and records as well as reporting from BAS activities as required by laws in force.
5. Ensuring safety of employees, clients and guests as well as ensuring security of BAS premises and property by means of the CCTV system.

**What is the legal basis for data processing?**

Each processing at BAS is based on the relevant provision of GDPR, and in particular related to:

* Article 6, paragraph 1, point b) of GDPR: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
* Article 6, paragraph 1, point c) of GDPR: processing is necessary for compliance with a legal obligation to which the controller is subject;
* Article 6, paragraph 1, point a) of GDPR: the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
* Article 6, paragraph 1, point f) of GDPR: processing is necessary for the purposes of the legitimate interests pursued by the Controller.

In the case of each type (purpose) of processing we provide additional information on the personal data processing standards at BAS, including more detailed information on legal bases, data retention times and the rights of data subjects.

**Who processes the data?**

The data processed at BAS are subject exclusively to processing by appropriately trained personnel, authorized to process the data exclusively on behalf of BAS, and bound by the obligation to confidentiality.

In the case of processing by other entities carried out in the name of and on behalf of BAS (e.g. by IT services companies or courier services) the same rules apply: data are processed only by authorized personnel bound to observe confidentiality principle.

**To whom the data are disclosed?**

* the data are disclosed to state institutions or entities acting on behalf of these institutions and pursuing the purposes and tasks resulting from the laws in force;
* the data may be also made accessible banks and other financial institutions in relation to payments;
* the data may be also made accessible to other entities collaborating with BAS, if such collaboration and tasks related require personal data transfer and the entities in question may provide at least one appropriate legal basis for the processing of these data.

**How long the data are processed?**

In the majority of cases, the data are processed as long as provided for in the laws in force. If necessary, the detailed information on data retention times are provided in detailed information clauses related to particular purposes of data processing. The retention times may be prolonged in case they are needed for the establishment of legal claims or defences: the data are processed until the relevant procedures are ended.

If data are processed on the basis of a data subject's consent, they are processed as long as the consent is not withdrawn by the data subject, without affecting the lawfulness of processing prior to consent withdrawal.

**What are the rights of the data subjects under GDPR?**

Under the GDPR the data subjects have the following rights:

* the right of access and rectification by the data subject;
* the right to restriction of processing, the right to data portability, the right to object, the right to erasure (‘right to be forgotten’), unless the circumstances arise that may limit the exercise of these rights;
* the right to withdraw consent – in the case when data processing is based on the data subject's consent;
* the right to lodge a complaint with a supervisory authority, in Poland: the President of the Personal Data Protection Office (contact details: <https://www.uodo.gov.pl/pl/p/kontakt>).

**Are your data transferred to third countries, outside the European Economic Area?**

In principle BAS does not transfer any personal data outside the European Economic Area. In exceptional cases only, if such a need arises the data will be transferred to third countries pursuant to the provisions of Chapter V of GDPR.

**Are your data subject to automated individual decision-making, including profiling?**

The data processed by BAS are not used for automated individual decision-making, based solely on automated processing, including profiling.

**Whom to contact regarding personal data processing?**

If you have any questions or requests concerning data processing by BAS or regarding the exercise of your rights, please contact us via e-mail: ……………………………………………………………………