



Privacy Policy



MIRO - 08.02.2019

This privacy policy of the company "MIRO Małgorzata Turzańska-Żochowska" with its registered office in Ługowo, No. 18; 73-260 Pełczyce and identification numbers NIP (VAT id): PL5971463662 and REGON (business statistical number): 812469292 (hereinafter referred to as MIRO or Administrator), specifies the rights to data privacy for www.miro.info.pl platform and in databases related to the platform, which MIRO is the only administrator. The policy describes our approach to managing Your data and informs You of Your rights. This policy (along with our terms of use of cookies) documents the personal information we collect from You, what we use this data for and how You can control and access Your data.

Our policy is compliant with the current General Data Protection Regulation 2016/679 (GDPR) implemented on May 25, 2018 by the European Parliament and the EU Council applicable throughout the European Union and its residents. The policy is also consistent with the Polish law bill form 10th of May 2018 on the protection of personal data (Journal of Laws of 2018, item 1000).

In order to reflect the best practices described in the General Data Protection Regulation, we strive to fully comply with all conditions contained therein, both for entities that are already our clients and for those visiting our website.

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The data we process and the legal basis for processing

Legal basis

The only administrator of your personal data within the meaning of the General Data Protection Regulation approved by the European Parliament and Council (EU) 2016/679 UE on 27th April 2016 (hereinafter "GDPR"), after obtaining your personal data is the company "MIRO Małgorzata Turzańska-Żochowska" with its registered office in Ługowo, No. 18; 73-260 Pełczyce and identification numbers NIP (VAT id): PL5971463662 and REGON (business statistical number): 812469292 (hereinafter referred to as MIRO or Administrator)

Your personal data will be processed by the Administrator, in particular for the following purposes:

- execution of orders for the provision of services by MIRO,
- establishing cooperation and obtaining new corporate clients in direct and electronic contact,
- sending messages containing commercial information with permission or public company addresses.
- enable contact with the Administrator via telephone and electronic means of communication,
- defense against possible claims.

The data will be transferred to entities processing it on our behalf based on agreements with the Administrator, but only for the purpose and scope necessary to implement the above-mentioned purposes, where such entities process data only in accordance with the Administrator's instructions. In addition to these entities, your data may only be made available to entities authorized to do so pursuant to national or EU legislation.

Personal data categories we collect

The data we collect as the Data Administrator belong to the ordinary data category. The data being processed and the processing of which is necessary to achieve the objectives of the contract or order are:

- first name and last name,
- address
- tax identification number (PL or foreign)
- company address
- phone number
- e-mail address
- Bank account number

Data processing

Data security

The security of personal data during processing is a key business focus for us. Our ICT infrastructure is monitored and is subject to a continuous improvement process based on:

- carrying out internal inspections based on the requirements of the GDPR and based on good practices of ISO / IEC 27001:2013
- constant raising awareness of data protection issues for staff and cooperating entities

Collecting

Your contact details are entrusted to the Administrator only at your request and at the same time it is considered as consent to their processing. The completion of data for the execution of orders or contracts is also carried out, will contain appropriate consents, if required.

Storage and disposal

Your personal data will be processed only for the time necessary to achieve the purpose of processing or until you withdraw your consent. The Administrator preserves the right to process data for a period necessary for the proper implementation of the concluded contract or agreed in order. If the purpose of processing is terminated, the data will be deleted within 3

months from the moment the processing will be terminated, taking into account legal provisions that stipulate the storage of financial documentation for up to 5 years.

Data analysis

Your data are subject to analysis by the Administrator and only to the extent necessary for the implementation of the contract by entities cooperating with the Administrator. Your data is not subject to automatic profiling by the Data Administrator and by entities cooperating with it.

Archiving

The data are not archived and are stored only in the main data processing areas. You can also find more information in the section "Where we are storing and processing the data"

Access to and control of the data

We ensure the implementation of your rights related to your data that we process. You have the right at any time to:

- withdraw consent to data processing,
 - request access to the collected data,
 - demand the rectification and modification of the collected data,
 - demand a restriction on the processing of collected data,
 - request the transfer of collected data in a form that facilitates the transfer of data.
- Personal data may also be sent to another entity if there are technical possibilities in this respect both on the part of the Administrator and this entity.

In the case of requesting any of the above, each time you will be informed whether the implementation of your rights will not affect compliance with the law, achieving the purposes of processing and thus the correct implementation of the contract.

Cookie files

The website www.miro.info.pl uses cookies. By using our website, you agree to our use of cookies in order to provide you with convenience when browsing our site. The settings of these files can be changed at any time using the browser settings. Below are the help links for the settings of different browsers:

- Internet explorer:
<http://windows.microsoft.com/en-GB/windows7/How-to-manage-cookies-in-Internet-Explorer-9>
- Firefox:
<https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?redirectlocale=en-US&redirectslug=Cookies>
- Google Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- Safari: <https://support.apple.com/en-en/HT201265>
- You can find more information on cookies and how to remove them or control on site:
www.aboutcookies.org

Important information for your private data security

Your rights

Your rights have been listed in the "Access to and control of the data" section. Security of Your personal data is our priority, but if you decide that by processing your personal data, we violate the provisions of the GDPR, you have the right to lodge a complaint to the President of the Office for Personal Data Protection. (www.uodo.gov.pl)

Where we are storing and processing the data

The data is stored in an electronic version on a hosting platform that offers e-mail services and declares compliance with the GDPR, a secure data processing platform with space for the website, dedicated email user accounts and managed access levels. Declaration of compliance with the GDPR in polish language version is available here:
<https://hekkko.pl/dokumenty/RODO.pdf>

Personal data processed in paper version (if available) are secured in locked cabinets placed in the MIRO office. The only owner of the keys to the cabinets is the MIRO's owner. The office is secured by doors armed with locks.

Processing data of children.

Our services are targeted at entities and individuals aged 18 and over. Personal details of children are not processed.

Policy modification history

Any changes that we will make to our privacy policy in the future will be published on this page. The last update of this content took place on 08.02.2019.

Contact details

If You wish to contact us regarding execution of your privacy rights, a complaint or a question to the data protection team, send an e-mail to info@mirojagdkunst.pl. We will answer your questions or doubts within 14 days.