

## Additional e-mail address for notification

### Personal data administrator

The administrator of your personal data is Asseco Data Systems S.A. with registered office in Gdańsk, Jana z Kolna 11, 80 – 864 Gdańsk, Poland, KRS number: 0000421310.

You may contact us:

- by regular post, writing to the address indicated above,
- by e-mail at: [kontakt@assecods.pl](mailto:kontakt@assecods.pl),
- by telephone: +48 58 550 95 00.

### Data Protection Inspector

We have appointed a Data Protection Inspector who you can contact:

- by regular post, writing to this address: Asseco Data Systems S.A., Office in Łódź, 136 Narutowicza St., 90-146 Łódź, Poland,
- by e-mail at: [IOD@assecods.pl](mailto:IOD@assecods.pl),
- by telephone: +48 42 675 63 60.

### Objectives and legal basis of the processing

We will process your personal data for the purpose:

- of sending information on the impending expiry of the validity of the qualified certificate issued for the Subscriber. The legal basis for data processing is our legitimate interest (Article 6 paragraph 1 point f of the Regulation<sup>1</sup>) in being able to send an additional notification about the impending expiry of the certificate to an address other than that of the Subscriber.

### Data source and categories of personal data concerned

Your data was provided by the Subscriber. We will process the following categories of data relating to your person: e-mail address.

### Data storage period

Your personal data will be stored during the validity period of the certificate.

### Recipients of personal data

In accordance with the applicable laws on personal data protection, your personal data:

- may be transferred to entities to which we commission services related to data processing, including IT service providers. These entities process the data on the basis of the agreement concluded with us and only in accordance with our instructions,
- may be transferred to only entities that are entitled to receive them in accordance with legal regulations.

### Your rights related to the processing of personal data

You have the following rights related to the processing of personal data:

- the right of access to your personal data,
- the right to request the rectification of your personal data,

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<sup>1</sup> 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, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ UE L 2016 No. 119 page 1 and OJ L 2018 No. 127 page 2)

- the right to request the deletion of your personal,
- the right to request the restriction of the processing of your personal data, based on the conditions set out in Article 18 of the GDPR

#### Right to object

Due to the fact that we process your data also on the basis of our legitimate interest (in the scope of the purposes indicated above for which the basis for processing is Article 6 paragraph 1 point f of the Regulation) you have the right to object to the processing of data due to your particular situation.

All of the above rights can be executed by submitting an application at <https://www.daneosobowe.assecods.pl> or by writing to the e-mail address of the Data Protection Officer: [IOD@assecods.pl](mailto:IOD@assecods.pl).

#### **Right of complaint**

You have the right to lodge a complaint with the President of the Office for the Protection of Personal Data (address: 2 Stawki St., 00-193 Warsaw, Poland), if you believe that the processing of your personal data concerning you violates the provisions of the Regulation.

#### **Transfer of personal data to third countries**

Your personal data is stored on servers located in the European Union, but in connection with the use by Asseco Data Systems S.A. from cloud solutions provided by Microsoft may be transferred - on the basis of standard data protection clauses - to a third country. Standard contractual clauses used by Microsoft in accordance with the templates approved by the European Commission are available at: <https://www.microsoft.com/en-us/licensing/product-licensing/products.aspx> in the Online Services Terms (OST) section.

#### **Automatic data processing and profiling**

Your data will not be processed in an automated manner and will also not be profiled.