

**INFORMATION ABOUT PROCESSING PERSONAL DATA**  
**for persons using [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl)**  
**or contacting the controller by e-mail or phone found on these websites**

**The Data Controller**

<b>RMP Polska Instytut Durkalskiego Sp. z o.o. (hereinafter referred to as: “the Institute”)</b>			
ADDRESS:	ul. Nobla 9/7, 03-930 Warsaw, Poland	<a href="http://www.reissprofile.pl">www.reissprofile.pl</a>	e-mail: <a href="mailto:rmp@reissprofile.pl">rmp@reissprofile.pl</a>
NIP no.:	PL1070028547	REGON no.:	147043308
KRS no.:	000493004	EQUITY:	PLN150,000.00
REGISTERED AT:	DISTRICT COURT FOR THE CAPITAL CITY OF WARSAW, 13 <sup>TH</sup> COMMERCIAL DIVISION OF THE NATIONAL COURT REGISTER		

who fulfils the obligation resulting from Article 13 of the Regulation of the European Parliament and Council 2016/679 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 – hereinafter referred to as “GDPR”)

**would like to inform you that your personal is processed:**

A. If you contact the Institute via [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) or by phone or e-mail found on these websites in order to establish commercial, business or professional relations or for informational purposes:

1	under Art. 6 (1)(f) of the GDPR that is resulting from legitimate interests pursued by the controller or by a third party, which covers: marketing, promotion and development of the Institute’s products, establishment, exercise and defence of claims, fraud prevention, transferring data within groups of enterprises, keeping statistics and analyses, ensuring IT security, applying internal processes of legal compliance, audit and advisory processes.
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B. If you look at [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) or use services made available by the Institute after you log-in to the online portal via [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl):

1	under Art. 6(1)(b) of the GDPR in order to provide electronic services for you via <a href="http://www.reissprofile.pl">www.reissprofile.pl</a> ,
2	under Art. 6(1)(f) of the GDPR that is resulting from legitimate interests pursued by the controller or by a third party, which covers: marketing, promotion and development of the Institute’s products, establishment, exercise and defence of claims, fraud prevention, transferring data within groups of enterprises, keeping statistics and analyses, ensuring IT security, applying internal processes of legal compliance, audit and advisory processes.

C. If you subscribe to Institute’s newsletter via [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl):

1	under Art. 6(1)(a) of the GDPR in order to give you commercial information, if consent is given.
2	under Art. 6(1)(f) of the GDPR that is resulting from legitimate interests pursued by the controller or by a third party, which covers: marketing, promotion and development of the Institute’s products, establishment, exercise and defence of claims, fraud prevention, transferring data within groups of enterprises, keeping statistics and analyses, ensuring IT security, applying internal processes of legal compliance, audit and advisory processes.

D. If you gave your CV or other data to the Institute for recruitment purposes via [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl):

1	under Art. 6(1)(b) of the GDPR that is for the fulfilment of legal obligations imposed on the employer who conducts the recruitment process, should you transfer the data under the Labour Code.
2	under Art. 6(1)(a) of the GDPR that is should you give consent for additional data to be transferred for recruitment processes, e.g. your photo or other detailed data, and for the purpose of keeping the data for future recruitment, provided that the consent has been given in the sent documents or correspondence,
3	under Art. 6(1)(f) of the GDPR that is resulting from legitimate interests pursued by the controller or by a third party, which covers: marketing, promotion and development of the Institute’s products, establishment, claiming and defending claims, preventing frauds, transferring data within groups of enterprises, keeping statistics and analyses, ensuring IT security, applying internal processes of legal compliance, audit and advisory processes, including during recruitment processes.

Your personal data cover data that you transferred to the Institute when you contacted the Institute representative or in order to enter into or maintain a commercial, business, professional or informational relationship, as well as the data that you transferred to the Institute during the registration to receive a newsletter or to use of any of the functionalities of [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl), or when you entered a contract to use [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) portals, when you ordered products from an online shop at [www.rmp-polska.pl](http://www.rmp-polska.pl) or data that you transfer to the Institute on your own initiative for recruitment purposes or in reply to the job ad.

Your personal data can be transferred to the entities which provide the following services for the Institute: marketing, promotion and offer development; technical-informational, analytical, statistical, running and external archive, bookkeeping, audit, as well as to legal advisors or entities entitled to it under the law, under certain conditions, and recruiting entities for recruitment purposes.

Your personal data will be processed for the period that you agree to receive commercial information and for other functionalities, for the period when you use [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) portals or for the duration of the contract to use [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) portal, for the period justified to achieve the objectives specified in the table above, and for the period necessary to establish, exercise or defend claims, unless the law requires them to be kept for a longer period of time. Data processed for the purposes of future recruitment will be processed for no longer than 3 years, counting from the end of the year in which they were transferred.

You can withdraw your consent to receive commercial information or to process detailed data or data for future recruitment at any time, but data processed before the consent was withdrawn remain to have been processed legally.

You have a right to:

- 1) ask the Controller for: access to personal data, rectification of personal data, erasure of personal data, restriction of processing of personal data,
- 2) object to data processing due to your unique situation, unless the Institute demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims,
- 3) personal data portability,
- 4) complain to the Personal Data Protection Office.

You must give your data in the registration form/contract to use [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) portal / to conclude a contract to use [www.reissprofile.pl](http://www.reissprofile.pl) or [www.rmp-polska.pl](http://www.rmp-polska.pl) portal / to order products in an online shop at [www.rmp-polska.pl](http://www.rmp-polska.pl) — failure to provide the data will make it impossible to use the portals/conclude the above-mentioned contracts.

Your personal data shall not be subject to profiling or processing for the purposes other than indicated above, nor shall they be transferred to any recipients in third countries or international organisations.