**Information on Personal Data Processing**

The purpose of this document is to present you with information on the processing of your personal data by Przedsiębiorstwo Przeładunkowo-Składowe "Port Północny" sp. z o. o. with its registered office in Gdańsk (80-601), ul. Budowniczych Portu Północnego 23, (hereinafter referred to as: "Administrator) in a simple, concise and transparent manner. The set of information provided herein meets the requirements of the Union Regulation (EU) 2016/679 of the European Parliament and of the Council, referred to as the General Regulation on the Protection of Personal Data (hereinafter "GDPR").

This document is solely of informative character and does not require any further actions.

**Purposes, scope and legal bases for the processing of your personal data**

The administrator processes personal data primarily in order to execute the contract connecting administrator with you; providing services to you or taking the necessary actions to conclude a contract or start providing such services (pursuant to Article 6(1)(b) of the GDPR. In addition, the Administrator may also process your personal data in order to fulfill the legal obligations as per the Administrator responsibilities (Article 6(1)(c) of the GDPR), e.g. in the scope of responding to the request of public authorities such as the Tax Office. The administrator may process your data due to the purposes related to legitimate interests other than the performance of the contract and the provision of services in accordance with the information above, i.e.:

* for the purposes of marketing own products and services,
* when applicable, for purposes related to the conduct of disputes by the Administrator and proceedings before public authorities.

Providing your personal data is a contractual requirement necessary for its proper application, conclusion, and provision of services to you. In terms of purposes resulting from legal obligations, the collection of data by the Administrator is a statutory requirement. The administrator processes the personal data collected from you only to the extent necessary to achieve the purposes listed here.

**Personal data recipients**

In the course of its regular operation, the Administrator may transfer your personal data to third-party recipients (subject to all requirements to ensure their security resulting from the provisions on the protection of personal data), when it turns out to be necessary in business processes, ensuring high quality service provision, as well as meeting applicable legal obligations the Administrator is responsible for. The above includes the following categories of data recipients:

* contractors, customers, suppliers of the Administrator,
* public authorities, e.g. ZUS, PIP,
* entities supporting the Administrator on conducting business activity.

**Data processing time**

Your personal data is processed for the period necessary to fulfill the purposes described in this document above, i.e. for the period of execution of the contract between the Administrator and you or the period of providing services, and after its expiry / completion of the provision of services for the period required by law or necessary to pursue legitimate interests of the Administrator

**Profiling and automated data processing:**

The administrator will not profile data or make automated decisions.

**Processing outside the EEA**

The administrator will not processing of data outside the EEA.

**IOD**

Pursuant to art. 37 sec. 1 lit. a) GDPR the administrator appointed the Data Protection Officer (DPO), who supervises the processing of personal data on his behalf.

**Your rights**

In connection with protection of your personal data, you have a number of rights resulting from GDPR provisions. They include:

1. right to data rectification;
2. right of access to your data, including obtaining of its copy, and to information on the processing;
3. right to demand erasure of your personal data;
4. right to demand restriction of data processing;
5. right to portability of the data;
6. right to withdrawal of consent;
7. right to lodge a complaint to a competent supervisory authority (President of the Personal Data Protection Office, Stawki 2 street, postal code: 00-193, Warsaw).

**Final provisions**

We hope that the presented information has helped you to acquaint yourself with and understand the personal data processing by Administrator. We make all efforts in order to ensure its compliance with the legal provisions and with the best standards guaranteeing protection of your privacy, rights and freedoms. In case of any questions relating to your data, please contact with Personal Data Inspector via e-mail to the address: biuro@port-polnocny.pl or by a letter sent to administrator’s registered office address.