

## WHO IS RESPONSIBLE FOR MY PERSONAL DATA

The data controller for your personal data is: RSQ Management Sp. z o.o. with its registered office in Warsaw (00-586), at ul. Flory 9/7; phone + 48 22 840 52 42

## FOR WHAT PURPOSES DO WE USE YOUR PERSONAL DATA

We will process your personal data for the following purposes only:

- providing executive coaching services, organising the CEO Round Table leadership development forum and the Wise & Young middle management development programme.
- planning and managing the provision of services, processing payments, performing accounting, auditing, billing and debt collection activities, processing possible complaints and providing additional services you may request.
- settling disputes, pursuing the implementation of our contracts and demonstrating legitimacy, pursuing or defending claims.
- ensuring legal compliance, e.g. regarding records of the sale of services for tax purposes or sending notifications and other information as per legal requirements.

With your express consent, we may also process your personal data for the following purposes:

- communicating with you regarding receipt of offers and other information pertaining to services and carried out activities, as well as information about planned programmes.

We will not use your personal data in any automated decision-making pertaining to your person or to create profiles other than those described above.

The legal basis for the processing of your personal data is contained in Article 6 of the European General Data Protection Regulation (GDPR).

Depending on the purposes for which we use your personal data, their processing is necessary for contract implementation or to fulfil our legal obligations, or is necessary for our legitimate interests, but always subject to your interests or fundamental rights and freedoms not being overriding. Furthermore, processing may be based on your consent, if expressly granted by you.

## SCOPE OF PERSONAL DATA

We may, in particular, collect and process the following personal data categories:

- Contact information, such as the name and surname, position, company, correspondence address, telephone number, e-mail address of the data subject.
- Identification data needed to issue an invoice.
- Payment data, such as data necessary for payment processing and fraud prevention.
- Other Personal Data; occasionally, we may ask you for information regarding your habits or preferences to / adopt an appropriate menu / fulfil a contract order / send messages with wishes on days important for you. Your consent constitutes the basis for any use of such information.

## WITH WHOM WILL WE SHARE YOUR PERSONAL DATA

The recipients of personal data shall only include entities authorised to obtain personal data pursuant to legal provisions, entities participating in the provision of services and our business partners, provided you have expressed consent.

## WHERE DO WE PROCESS YOUR PERSONAL DATA

Your personal data will be processed only in European Economic Area countries.

## YOUR RIGHTS IN TERMS OF DATA PROTECTION

Subject to certain legal conditions, you have the right to request access to your personal data and its rectification or erasure, and to restrict the processing of your personal data. You also have the right to object to the processing and to request transmission of the data. In particular, you have the right to request a copy of your personal data in our possession. Should you use this option repeatedly, we may charge an appropriate fee. If you have given your consent to the processing of your personal data, you may at any time withdraw your consent with future effect, i.e. the withdrawal of consent does not affect the lawfulness of processing performed on the basis of consent prior to its withdrawal. In the event consent is withdrawn, we may still process personal data when another legal basis for such processing exists.

## IS THE PROVISION OF PERSONAL DATA REQUIRED

As a general rule, the provision of your personal data is entirely voluntary; essentially, refusal of consent or provision of personal data does not carry any negative consequences for you. However, in certain circumstances we cannot operate without certain personal data, because, for example, the said personal data is required to render a service, to provide access to offers or to perform legally required inspections. In such cases, if you do not provide us with your personal data, we may be unable to deliver what is requested.

## STORAGE PERIOD OF YOUR PERSONAL DATA

Your personal data shall be deleted once the legitimate requirement for it for specific purposes ceases or until you withdraw your consent (if applicable), and we are not required by law to continue to store such data or are otherwise not entitled to do so.

## HOW TO CONTACT US

If you have any concerns regarding the processing of your personal data or wish to make a complaint, you can contact us, so we can investigate the matter. If you are not satisfied with our response or feel that we are processing your personal data in an unlawful manner, you may lodge a complaint with the supervisory body - the Personal Data Protection Office (pl. UODO).

If you have any questions, wish to express your opinion or pursue your rights, please contact the Data Protection Officer at the following e-mail address: [iod@rsq.pl](mailto:iod@rsq.pl)