

Information Clause Regarding Contact with the Data Controller

We hereby inform you that your personal data are being processed – detailed information is provided below:

I. Personal data controller

The controller of your personal data is Znaczenia. Psychoterapia sp. z o.o., with its registered office in Warsaw at ul. Wiśniowa 59, lok. 6, 02-520 Warszawa (Poland), entered in the Register of Entrepreneurs of the National Court Register maintained by the District Court for the Capital City of Warsaw, 12th Commercial Division of the National Court Register, under number KRS 0000892632, holding tax identification number (NIP) 7011027408 and statistical number (REGON) 388615761, with a share capital of PLN 30,000.00 (the “Controller”).

II. Contact details of the Controller

You may contact us:

1. By telephone: +48 535 707 019
2. By email: kontakt@znaczenia.com
3. By post: Znaczenia. Psychoterapia sp. z o.o., ul. Wiśniowa 59, lok. 6, 02-520 Warszawa (Poland)
4. Contact details of the Data Protection Officer:

The Controller is not required to appoint a Data Protection Officer and has not designated a person to perform this function.

III. Purposes and legal basis for processing

Depending on the circumstances, we process your personal data for the following purposes:

1. To pursue the Controller’s legitimate interests (pursuant to Article 6(1)(f) of the GDPR), which include:
 - a. conducting correspondence addressed to the Controller in connection with its business activity, including communication and handling of matters related to such correspondence (in particular, handling enquiries, complaints, etc.), as well as maintaining contact with the Controller on other matters – via the contact form, email, online chat, helpline, or other means of communication;
 - b. establishing, exercising, or defending against legal claims arising from such correspondence;
2. To conduct correspondence related to the performance of a concluded agreement or correspondence aimed at entering into a new agreement (Article 6(1)(b) of the GDPR);
3. To conduct direct marketing – sending information about the Controller’s products and services, as well as the products and services of entities affiliated with the Controller – based on your consent (Article 6(1)(a) of the GDPR);
4. To fulfil legal obligations incumbent on the Controller, where processing is necessary to comply with applicable legal requirements (Article 6(1)(c) of the GDPR).

IV. Categories of data recipients

Your personal data may be disclosed to the following categories of entities:

1. Clients and contractors of the Controller;
2. Entities authorised under applicable law (courts, public authorities, etc.);
3. Subcontractors and other entities providing services to the Controller, including in particular providers of accounting, IT, marketing, communication and analytical, legal, and debt collection services;
4. Companies affiliated with the Controller.

In all cases, the processing of your personal data by the above recipients shall take place on the basis of appropriate authorisation, a personal data processing agreement, or applicable legal provisions.

V. Transfer of data outside the EEA

The Controller does not intend to transfer your personal data outside the European Economic Area; however, as the Controller uses the Google Workspace service, due to the nature of the services provided by Google LLC, the transfer of data outside the European Economic Area may occur. Detailed information on this matter can be found in the Google LLC Privacy Policy.

VI. Security measures

In order to ensure the integrity and confidentiality of personal data, the Controller has implemented procedures allowing access to personal data only to authorised persons and solely to the extent necessary for the performance of their duties. The Controller applies organisational and technical measures to ensure that personal data are processed only by authorised individuals. Among other measures, the Controller has implemented appropriate procedures for securing key IT resources containing personal data with complex passwords and for notifying the Data Protection Officer of any personal data breaches, and also takes due care to ensure that personal data can be stored on backup copies.

To obtain detailed information on the data protection measures applied by the Controller (including safeguards used in cases of personal data transfer outside the EEA), you may contact the Controller using the contact details indicated in Section II above.

VII. Data retention period

The retention period for your data is as follows:

1. For the establishment, exercise or defence of legal claims arising from correspondence – until the limitation period for such claims expires;
2. For the fulfilment of the Controller's legal obligations under applicable law – until the expiry of the data retention obligations arising from those provisions;
3. For contact with the Controller (contact form, email message, online chat, helpline) – until the matters related to such contact are concluded;
4. For correspondence related to a contract – until the expiry of the contract or the limitation period for claims arising therefrom;
5. For marketing purposes – until you withdraw your consent or for a period of five years from the date consent was given.

VIII. Your rights

In accordance with the GDPR, you have the right to:

1. Request access to your personal data and obtain a copy thereof;
2. Rectify (correct) your data;
3. Erase your data – if there is no legal basis for the continued processing of your personal data;
4. Restrict the processing of your data – if your personal data are incorrect or processed without justification, or if their erasure is not possible due to the existence of a valid legal basis for processing;
5. Data portability – the right to receive the personal data you have provided, based on consent or a contract, in a structured, commonly used, machine-readable format; you may also request that such data be transmitted directly to another entity;
6. Lodge a complaint with a supervisory authority – if your data are processed unlawfully, you may lodge a complaint with the President of the Personal Data Protection Office;
7. Withdraw your consent to the processing of personal data.

To exercise your rights, you may contact the Controller using one of the methods indicated in Section II above.

IX. Right to object

You may, at any time, object to the processing of your personal data by the Controller when such processing is carried out for the purpose of pursuing the Controller's legitimate interests (Article 6(1)(f) of the GDPR), by using one of the means of communication indicated in Section II.

X. Information on the requirement or voluntary nature of providing data and the consequences of not providing them

Providing your personal data is voluntary, but necessary for the Controller to carry out the purposes referred to above, for which the processing is based on the relevant legal basis applicable in each case.