

[Information on the processing of personal data](#)

If the completed questionnaire concerns a natural person running a business, the field "Company name" may include their name and surname.

If the person completing the questionnaire is logged in on the Office.com platform, H.CEGIELSKI-POZNAŃ S.A. will receive information about the e-mail address of the person completing the questionnaire. If you do not log in to the Office.com platform during the completion of the questionnaire, H.CEGIELSKI-POZNAŃ S.A. does not process any information about the person completing the questionnaire.

The personal data indicated above will be stored on the Office.com platform offered by Microsoft, the tools of which are used by H.CEGIELSKI-POZNAŃ S.A. in the course of its business activity.

Within the scope of the processing of the aforementioned personal data, the Administrator of personal data is H.CEGIELSKI-POZNAŃ S.A. with its registered office in Poznań (61-485), at 28 Czerwca 1956 Street No. 223/229, registered in the District Court Poznań - Nowe Miasto and Wilda in Poznań, 8th Commercial Division of the National Court Register under KRS number 0000010696, NIP: 777-00-00-198; REGON: 630324060; share capital (paid-up) PLN 64,246,945.

In order to protect the personal data provided to the Administrator, please contact us by e-mail: iod@hcp.eu or by sending a request or question to the address H.CEGIELSKI-POZNAŃ S.A. with its registered office in Poznań, at 28 Czerwca 1956 Street No. 223/229, 61-485 Poznań.

The Administrator will process the aforementioned personal data only for the purposes of this questionnaire in order to improve the quality of products, goods and services offered by H.CEGIELSKI-POZNAŃ S.A., which is a legitimate interest pursued by the Administrator.

The aforementioned personal data processed in connection with this questionnaire will not be made available to third parties. The Administrator will store these data for a period not longer than 6 years.

The data subject has (taking into account the restrictions contained in Articles 15 to 21 of the GDPR) the right to :

- ❖ access to the content of their personal data for the period of their processing,
- ❖ demand that the Administrator immediately correct any personal data concerning the Administrator which are inaccurate, as well as the right to demand that incomplete personal data be supplemented, including by submitting an additional statement,
- ❖ demand from the Administrator the immediate deletion of personal data concerning him/her, in particular if the data are no longer necessary for the purposes for which they were collected, he/she will object to the processing of his/her data; his/her data will be processed illegally,
- ❖ demand from the Administrator to limit the processing, in particular in the event of questioning the correctness of the collected personal data for a period allowing the Administrator to check the correctness of the data or to object to the processing of its data - until it is determined whether the Administrator's legally justified grounds take precedence over the grounds for objection,
- ❖ object at any time to the processing of personal data relating to him/her processed for the purpose indicated above. The Administrator shall cease processing data for this purpose unless it can demonstrate that there are valid, legitimate grounds which take precedence over the interests, rights and freedoms of the objector.

In order to exercise the above rights, the Administrator should be contacted using the contact data indicated above.

The data subject has the right to lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection in Warsaw, if he considers that the processing of his personal data violates the regulations on personal data protection.

The above mentioned data will not be subject to automated decision-making for the aforementioned purpose, including in the form of profiling.

The Administrator does not plan to transfer your personal data to a third country or international organization. Due to the use of the Office 365+ platform services provided by Microsoft in our business, we would like to inform you that the data of H.CEGIELSKI-POZNAŃ S.A. in the Microsoft cloud are stored only on servers located in the European Union. However, Microsoft does not provide information about the location of backup servers used to store backups of this data. Detailed information on the principles of personal data processing by Microsoft is published in the Privacy Statement <https://privacy.microsoft.com/plpl/privacystatement>.