

COMPLIANCE WITH THE INFORMATION OBLIGATION (GDPR)

In accordance with Article 13(1) and (2) of the General Data Protection Regulation (GDPR) of 27 April 2016, we inform you about the rules for processing your personal data:

1. Data Controller

The Data Controller of your personal data is AKU GLOBAL Edyta Rutkowska with its registered office in Jawidz 2H, 21-077 Spiczyn, Poland, VAT: PL7122518629. You can contact us in writing to the address of our registered office or via e-mail at: info@akuglob.com

2. Purposes and Legal Bases of Processing

Your personal data are processed for the following purposes:

- * Handling of correspondence and inquiries – on the basis of Art. 6(1)(f) GDPR (legitimate interest consisting in communication with potential clients and contractors).
- * Conclusion and execution of a B2B contract/order – on the basis of Art. 6(1)(b) GDPR (necessity for the performance of a contract or to take steps prior to entering into a contract).
- * Fulfillment of legal obligations (e.g., issuing invoices, bookkeeping) – on the basis of Art. 6(1)(c) GDPR.
- * Investigation of or defense against claims – on the basis of Art. 6(1)(f) GDPR (legitimate interest in securing the legal interest of the company).

3. Data Recipients

Your personal data may be transferred to external entities with whom we cooperate exclusively to ensure the proper functioning of our company:

- * Providers of IT services, hosting, and electronic mail.
- * Accounting and bookkeeping offices servicing our company.
- * Courier and transport companies executing deliveries (e.g., under DAP terms).

4. Data Retention Period

Your data will be stored for the period necessary to achieve the designated purposes:

- * In the case of a contact form/correspondence: until the communication is completed or an objection is raised.
- * In the case of concluding a contract or order: for the period of the contract execution, and then until the expiry of the limitation periods for commercial claims and the period required by tax and accounting regulations (standardly 5 years from the end of the tax year).

5. Your Rights

In connection with the processing of personal data, you have the following rights:

- * The right to access the content of your data and receive a copy thereof.

- * The right to rectify (correct) your data.
- * The right to erase data ("the right to be forgotten").
- * The right to restrict data processing.
- * The right to object to processing (when the basis is a legitimate interest).
- * The right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (PUODO) (ul. Stawki 2, 00-193 Warsaw, Poland).

6. Voluntariness of Providing Data

Providing your personal data (such as name, surname, company name, e-mail, NIP) is fully voluntary, but it constitutes a necessary condition to answer your inquiry, send an offer, or conclude and execute a commercial contract.