

PRIVACY POLICY
of AGENCJA ROZWOJU POMORZA S.A.
(THE POMERANIA DEVELOPMENT AGENCY Co.)

Who acts as a personal data controller?

Agencja Rozwoju Pomorza S.A. / The Pomerania Development Agency Co with its registered office in Gdańsk, ul. Grunwaldzka 472D, entered in the Register of Entrepreneurs administered by the District Court for Gdańsk - Północ in Gdańsk, 7th Commercial Division of the National Court Register under the number KRS 0000004441, Tax ID No (NIP): 583-000-20-02, will act as a personal data controller.

Who to contact at the Agency with regards to personal data?

Data Protection Inspector can be contacted at: rodo@arp.gda.pl or by mail sent to the address of Pomerania Development Agency, ul. Grunwaldzka 472D, 80-309 Gdańsk.

How are data obtained?

We receive personal data from our clients when we come into contact for the first time and also later, in connection with business contacts established during the cooperation.

What is the purpose and legal basis for the processing of personal data by the Pomerania Development Agency?

Personal data are processed only on the basis of relevant consents, agreements or statements. The Pomerania Development Agency provides services in EU-funded projects management, regional projects management services, promotional services, closed and open trainings, general advisory services, information services (also to investors), capital fund services and pro-innovation services.

We process personal data because it is necessary to perform contracts and to:

- enable the Pomerania Development Agency to render its services,
- establish and continue cooperation with local government units or entities similar to the Agency,
- handle complaints,
- handle applications and letters addressed to the Agency,
- fulfil tax and accounting purposes,
- contact clients and stakeholders.

Personal data, as a rule, are processed based on consent and in order to perform **contracts (Article 6 (1) (a) and (b) of the GDPR)**. In any other case we inform the client individually about personal data processing.

Personal data will be processed until the consent is revoked or contractual obligations arising expire. You may withdraw your consent to the processing of personal data at any time.

Are personal data transferred to other entities?

Personal data collected for the above purposes will not be shared with other entities. Personal data may be disclosed to competent bodies authorized in accordance with applicable laws, or to joint venture partners under relevant agreements.

What are the rights related to data processing?

In connection with the transfer of personal data for the purpose of their processing, each data subject is entitled to:

- withdraw consent to the processing of personal data,
- object to the processing of personal data for marketing purposes,
- object to the processing of personal data relating to his/her particular situation,
- transfer his/her data,

- access to his/her personal data,
- demand that his/her personal data be rectified,
- demand that his/her personal data be removed,
- demand that the processing of his/her personal data be restricted.

The above rights can be exercised when:

- data were found to be incorrect or incomplete (as for the demand for data rectification),
- data are no longer necessary for the purposes they were collected by the Pomerania Development Agency; consent to the processing of data is withdrawn; objection is raised against data processing; data are processed against the law; data should be deleted in order to fulfil legal obligations (as for the demand for data deletion),
- data were found to be incorrect; objection is raised against data processing until it is determined whether legitimate grounds on the part of the Pomerania Development Agency override the grounds for objection (as for the demand for data processing restriction).

In addition, data subject is entitled to file a complaint regarding the processing of personal data to the supervisory body, namely the Inspector General for Personal Data Protection (Inspector General for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).

When is data subject entitled to object to the processing of data? You may object to the processing of personal data when:

- personal data are processed based on a legitimate interest or for statistical purposes, and the objection is justified by a particular situation,
- personal data are processed for direct marketing purposes and are profiled for this purpose.

Are personal data transferred to other entities?

We do not transfer personal data outside of the European Economic Area. The exception is made when we participate in some economic missions the nature of which requires personal data transfer.

How long are personal data stored?

We store personal data for the contract validity period and after its completion in order to:

- pursue claims in connection with the contract performance,
- perform legal obligations, including especially tax and accounting obligations,
- prevent abuse and fraud,
- for statistical and archiving purposes,
- for a maximum period of 12 years following the contract completion.

We store personal data for marketing purposes for the contract validity period or until an objection to such processing is made, depending on which of these events occurs first.

As for loyalty programs, competitions and promotional campaigns, the Pomerania Development Agency processes data for their entire duration (including award ceremonies).

To prove compliance with provisions for personal data processing, the Pomerania Development Agency stores data for the period in which it is obliged to store them or documents containing them in order to substantiate the fulfilment of legal requirements and allow public authorities to carry out an inspection (especially in the area of handling EU funds).

Are personal data profiled or processed automatically?

No automated decisions are made based on personal data. Profiling is not allowed, either.

Is the provision of personal data necessary?

Providing personal data is required in order for the Pomerania Development Agency to render its services and involves the necessity to make a relevant statement (give a consent) or enter into a contract.