

## **Information on the processing of personal data in connection with cooperation with Partners.**

The following information applies to the personal data of representatives, employees and associates of the Partners, as well as of natural persons with whom the contract is concluded, which is transferred in connection with the signed contract or as part of business relations, in particular for the purpose of enabling business contacts related to the performance of the concluded contract or establishing cooperation.

**Personal Data Controller is the Vistula School of Hospitality, with its registered office in Warsaw, 02-787, Stokłosy 3.**

**Contact details to the Data Protection Officer, email address: [iod@vistula.edu.pl](mailto:iod@vistula.edu.pl) or in writing to the address of the Data Controller's registered office.**

### **Purpose, legal basis and the period of personal data processing**

Personal Data will be processed by the Data Controller based on the legitimate interest of the Data Controller, which in this case is manifested in the following processing purposes:

- a) the necessity to process the personal data of persons authorized by the Partner to conclude a contract on its behalf in connection with the fact of representing the Partner;
- b) contacts on matters related to the performance of the contract;
- c) evidentiary purposes related to the performance of the contract and the pursuit of possible claims;

In the case of natural persons with whom a cooperation contract is concluded, the data will additionally be processed for the purposes of:

- a) Conclusion and performance of the contract. The legal basis for data processing is the necessity of data processing to conclude and perform the contract;
- b) Tax and registration for social and health insurance. The legal basis for data processing is the fulfillment of the legal obligation imposed on the Data Controller;

Personal data will be stored at least for the duration of the contract concluded between the Data Controller and the Partner, in the performance of which the data subjects were involved. In cases where it is necessary for evidentiary purposes, personal data may also be stored until the limitation period for claims arising from business activity expires or until the end of court proceedings related to the above-mentioned contract. The data of persons who are parties to the contract will also be stored until the obligation to store accounting and settlement documents expires, in accordance with applicable law.

### **Categories of the processed Personal Data**

For the above-mentioned purposes, the Data Controller may, in principle, process the following Categories of Personal Data: identification data (name and surname), business data (position, place of work), contact details (telephone number, e-mail address, fax number), and in the case of representatives or natural persons running a business, also other data disclosed in the information corresponding to the excerpt from the National Court Register and included in CeiDG (Central Register and Information on Economic Activity).

### **Personal Data Recipients**

Entities processing personal data on behalf of the Data Controller and solely on the basis of a data entrustment agreement, among others, in the scope of IT services, consulting services, accounting services.

### **Transferring data to third countries (i.e. outside the European Economic Area)**

Due to the use of IT solutions from external suppliers, e.g. Microsoft, it may be necessary to transfer personal data to recipients in third countries, but we ensure that the data is appropriately secured. For that purpose, we cooperate only with entities based on Standard Contractual Clauses approved by the European Commission, while maintaining appropriate measures to guarantee the security of processed data at least at the level applicable in the European Union.

### **Principles of collecting Personal Data**

Personal Data is generally obtained from the Partner. The Partner is responsible for informing data subjects about the planned disclosure of their data to the Data Controller and about the scope and reasons for this disclosure. Personal data may also be obtained directly from the data subject. Providing personal data is voluntary. Failure to provide personal data may hinder or prevent cooperation.

### **Rights of the data subject related to the processing of his/her Personal Data**

- a) The right to demand access to personal data and obtain information on its processing and, if it is incorrect, the right to demand its correction;
- b) The right to demand restriction of personal data processing or deletion of personal data ("right to be forgotten");
- c) The right to withdraw consent (in the case of expressing voluntary consent), however, withdrawal of consent does not affect the lawfulness of data processing before its withdrawal;
- d) The right to transfer data;
- e) The right to object at any time to the processing of the data subject's personal data for reasons related to his/her specific situation;

In matters related to data processing and implementation of the above rights, the data subject may contact the Data Controller or the Data Protection Officer. Contact details are provided above.

In addition, the data subject has the right to lodge a complaint against the processing of his/her personal data by the Data Controller to the President of the Personal Data Protection Office.