

INFORMATION REGARDING PERSONAL DATA PROCESSING

The Administrator of Personal Data

The Administrator of Your personal data is IQS Sp. Z o.o., located in Warsaw, Mangalia 2A street.

We can be contacted via the following channels:

- a. mail: ul. Mangalia 2A, 02-758 Warszawa
- b. telephone: +48 22 592 63 00
- c. e-mail: kontakt@grupaiqs.pl
- d. contact form in the Contact tab on our website: www.grupaiqs.pl
- e. personally at our office.

Data Protection Officer

Your Data Protection Officer (DPO) is Tomasz Zieliński. The DPO can be contacted via an email to the following address: iod@grupaiqs.pl

The DPO should be contacted exclusively on matters concerning IQS processing Your data, including things concerning the execution of rights in this area.

Goals and foundations of the data processing

We process the personal data in our business processes for the following reasons: [see table at the end of the document]

Personal data recipients

The recipients of Your personal data may include:

- a. Entities with capital-based affiliations with IQS as a group of enterprises;
- b. Entities that process Your personal data on behalf of IQS based on an agreement with IQS concerning the service of processing personal data (so-called Processing entities);
- c. Entities for whom IQS is performing its services and entities conducting services for IQS;
- d. State authorities or other authorized bodies based on the provisions of law;
- e. Banks, if it is necessary to keep accounting records.

Data storage period

We will be storing your personal data in connection with the agreements signed with IQS until they are fulfilled and until all the rights and liabilities resultant from the agreements are fulfilled. With regards to consent forms, the data is stored until the consent is withdrawn, or until the goal specified in the consent form is achieved. Withdrawing the consent after that event has no impact on the processes conducted prior. Should there be legal requirements for it, the data may be stored throughout a period specified in the applicable provisions of law.

The rights of the individuals that the data applies to

In accordance with GDPR, You have the following rights:

- a. right to access Your data and receiving their copy;
- b. right to amend (correct) your data if it is erroneous or not up-to-date;

- c. right to remove Your personal data, provided that the data processing does not follow from provisions of law or is a result of an individual occupying a public office;
- d. right to restricting data processing;
- e. right to move Your data;
- f. right to appeal against data processing;
- g. right to withdraw consent at any moment, when the data is processed based on said consent, without impact on the correspondence with the processing right that had been carried out prior to its withdrawal;
- h. right to submit a complaint to the Inspector General for the Protection of Personal Data (address in Poland: ul. Stawki 2, 00 - 193 Warszawa).

Data provision requirements

Providing Your personal data to IQS is a necessary contractual or legal obligation to the extent in which the processing of said data takes place for the entrance into and fulfillment of the agreement with IQS, business activity accounting and IQS fulfilling legal obligations.

To the extent to which the processing of Your data takes place, providing said data is fully voluntary.

The consequence of not providing the data essential for fulfilling the specified goal will be the inability to fulfill said goal.

Profiling

In order to match the service offered by IQS as best as possible (i.e. offering participation in specific research projects, choosing relevant marketing activities that fit the client's needs), IQS may use regular profiling of Your data.

Privacy policy

The rules regarding data processing at IQS WWW services are stated in our Privacy Policy.

Processing purpose	Legal basis and data storing time	Legally justified purpose, if there is such/ comments
Entering into and fulfillment of agreement with client or business partner and market and opinion research based on the agreement with the respondent – participant.	art. 6 section 1 item. b and item f GDPR Throughout the life of the agreement, and after its conclusion, valid until the expiration of claims resulting from it, in principle 3 years, maximally 6 years.	In connection with activities undertaken to enter into the agreement or to fulfill the agreement, IQS contacts the clients or employees/ client collaborators and partners due to justified reasons.
Market and opinion research based on the agreement with the respondent – participant .	Art. 6 section 1 item. a GDPR To the fulfillment of the goal specified in the consent form or to its withdrawal.	

Processing claims and complaints.	art. 6 section 1 item. b and item f GDPR 1 year after the warranty period or after settling the claim.	In connection with the processing of claims, the administrator contacts the clients or employees/ client collaborators for justified purposes.
Asserting claims or defending against legal claims.	art. 6 section 1 item. f GDPR All throughout the time of the proceedings investigating the claims, that is until they are legally concluded. In the case of repossession, until the moment the claims are ultimately satisfied.	In connection with the assertion of claims or defend against legal claims, the administrator may process the data of the clients clients or employees/ client collaborators for justified purposes.
Accounting, paying out remunerations, calculating encumbrances (tax-accounting goals).	art. 6 section 1 item. b and item c GDPR For 5 years from the end of the year, when the tax requirement is updated.	
Record-keeping of documents, such as agreement and accounting records.	Art. 6 section 1 item. c GDPR Periods of time specified in the provisions of law, whereas when these are not specified for specific documents, throughout the time when keeping them is part of the legally justified goal of the administrator, regulated by the time for possible pursuit of claims.	
Business statistics (non-commercial).	Art. 6 section 1 item f GDPR Until a different processing operation, specified in this table, is conducted. We do not store personal data exclusively for business (noncommercial) statistics' purposes.	Keeping information on business statistics (noncommercial) kept by the Administrator allows for streamlining the activity conducted
Access control logs.	art. 6 section 1 item. c and item f GDPR For a period of 5 years.	Securing the protection zones of access to confidential information. Protecting persons and property and employees.
Conducting marketing activity without using electronic communication methods.	Art. 6 section 1 item. f GDPR To the moment the refusal is submitted, this being the individual showing us in any way that they do not want to remain in touch with us and receive information on our activities.	Conducting marketing activities in the area of the conducted activity required in traditional form.
Conducting marketing activity with the use of electronic communication methods .	Art. 6 section 1 item. a GDPR Due to the other laws in place, especially the telecom act and the act on providing services via electronic means, these activities are conducted based on consent forms, until they are withdrawn, which means showing to IQS clearly that You wish not to remain in contact with us and receive information on the activities we conduct and after it is withdrawn, it is kept for the needs of displaying the soundness of fulfilling the duties of IQS and associated claims (up to 6 years since withdrawal of consent).	Conducting marketing promoting the operations carried out with the use of e-mail addresses and phone numbers.
Conducting recruitment.	Art. 6 section 1 item a, item c and item f GDPR Up to 6 months since the end of the recruitment process. In the case of expressed consent for continued recruitment processes, until such consent is withdrawn or until the goal expressed in the consent is fulfilled.	Without additional consent, the administrator may store the data of work candidates who have not been hired for up to 6 months after completing the recruitment process, due to the fact that the hired employee may underperform on the job or may resign.

Art. 6 section 1 item a, b, c, d and item f GDPR
Art. 9 section 2 item b GDPR

Managing human
resources –
employees and
collaborators.

In accordance with the laws requiring labor law document storing, such as personal files for 50 years, in some cases for 10 years. The 10-year period for storing documentation tied to employment and employee personal files is applicable to all employees hired after January 1st, 2019. In the case of employees hired between December 31st 1998 and January 1st 2019, the employment documentation and employee files will be stored for 50 years until the dissolution or expiration of the employment, unless the employer submits a declaration regarding the intent to transfer information reports on all the employees and contractors and indeed files such a report. If the time for storing chosen documents is shorter, the administrator will follow this shorter date. In case of civil code agreements, these contracts shall be kept to the expiration dates following from the claims. In the event of consent up to the period of fulfilling the goal specified in the consent or the withdrawal of such consent or following the expiration of the employment/ civil code contract.

The image and voice of the employees and collaborators is used by the administrator only based on their consent.

If the dates for pursuing the possible claims are shorter than the periods of storing accounting documents for tax purposes, these documents will be stored by the administrator for a period of time essential for tax-accounting purposes, which is 5 years since the end of the year when the tax requirement was updated.