

## Information regarding personal data processing

The purpose of this document is to provide you with information regarding the processing of your personal data by LeanCode Sp. z o.o. with its seat at Wróbla 8A street, 02-736 Warsaw, NIP: 7010616433, company code KRS: 0000638275 - acting as the controller of your personal data as described below (hereinafter the "Controller") in a simple, concise and transparent manner. The set of information provided to you here complies with the requirements of the EU Regulation of the European Parliament and of the Council (EU) 2016/679, known as the general regulation on the protection of personal data (hereinafter the "GDPR").

In order to guarantee the full protection of your data, as well as free access to the necessary information about the processing of your data and your rights, LeanCode Sp. z o. o. provides you with an e-mail address where you can contact the Administrator if you have any questions regarding data protection: [iod@leancode.pl](mailto:iod@leancode.pl).

This document is for information purposes only and does not require any action on your part.

## Purposes, scope and legal grounds for processing your personal data

The Controller shall process personal data primarily in order to perform the contract between the Controller and you; providing services to you or taking actions necessary to conclude a contract or start the provision of such services (pursuant to the art. 6, paragraph 1(b) of the GDPR).

In addition, the Controller may also process your personal data in order to fulfill the legal obligations incumbent on it as the Controller (art. 6, paragraph 1(c) of the GDPR), e.g. in the scope of answering the request of public authorities. In other cases, the basis for data processing is the consent you have given (art. 6, paragraph 1(a) of the GDPR). The Controller may process your data for purposes related to legally legitimate interests other than the performance of the contract and the provision of services in accordance with the information above, i.e.:

- a) proper performance, conclusion and provision of services to counterparties,
- b) settlement of contracts with counterparties,
- c) for the purpose of marketing its own products and services,
- d) if it applies, for the purposes related to the conduct of disputes by the Controller and proceedings before public authorities' bodies.

Provision of your personal data is a contractual requirement, necessary for its proper performance, conclusion and provision of services to you. In terms of the purposes resulting from the legal obligations, the collection of data by the Controller is a statutory requirement. The Controller shall process the personal data collected from you only to the extent necessary to achieve the purposes listed here. In the event that your personal data has not been collected directly from you i.e. in particular, the name, surname, contact details such as e-mail or telephone number and other only necessary for the performance of the contract, the Counterparty or other publicly available sources (KRS, CEIDG, Internet) shall be the source of this data.

## Recipients of personal data

In the regular course of business, the Controller may transfer your personal data to external recipients (complying with all requirements to ensure the security thereof resulting from the provisions on the protection of personal data), when it turns out to be necessary in business processes, ensuring high-quality services, as well as meeting legal obligations. The above includes the following categories of data recipients:

- a) contractors, customers, suppliers of the Controller,
- b) public authorities, occupational medicine service units
- c) entities supporting the Controller in running a business,
- d) providers of legal, advisory, consulting, auditing, accounting, HR and IT services, Controller's contractors.

## Data processing period

Your data is processed for the period necessary to fulfil the purposes described above in this information, i.e. for the duration of the employment relationship, and after its expiry for the period required by law or necessary to implement the legitimate interests of the controller.

## DPO

Pursuant to Article 37 section 1(a) of the GDPR, the Controller has appointed the Data Protection Officer (DPO), who supervises the processing of personal data on its behalf.

## Profiling

Your data may be subject to profiling, in accordance with the provisions of the GDPR.

## Your rights

In conjunction with the protection of your personal data, you have a number of rights under the provisions of the GDPR. These include:

1. The right to rectify your data,
2. The right to access your data, including obtaining a copy of it and information about processing processes
3. The right to request personal data erasure,
4. The right to restrict data processing
5. The right to transfer data
6. The right to withdraw your consent
7. The right to lodge a complaint with a competent supervisory authority.

If you exercise one of your rights, the Controller shall make every effort and take the necessary steps to implement them. We hope that the information provided has helped you become familiar with and understand the processing of personal data by the Controller. We make every effort to ensure its compliance with the law and the best standards that guarantee the protection of your privacy, rights and freedom. Should you have any queries regarding your data, please contact our Data Protection Officer at the e-mail address [iod@leancode.pl](mailto:iod@leancode.pl), or by letter to the address of the registered office of the Controller.

## Cookies & other technologies

When you visit our websites, we collect information about how you use those websites. Examples of such information include the Internet Protocol address automatically assigned to your computer each time you browse the Internet, the date and time of your visit, the pages you access and the amount of time you spend on each page, the type of Internet browser you use, your device's operating system and the URL of any websites that you visited before and after visiting our website. That information is not linked to you as an individual but we may keep records of the type of device being used.

This website uses cookies. Leancode uses its own cookies as well as cookies from third parties. The cookies are used to remember your settings, traffic metrics, to present you with targeted ads, personalised content, social media features and to track your use of our website for statistical purposes. You can accept or refuse our cookies. You can change or block them within the settings for your Internet browser. Blocking them may however restrict your use of the features of our website. The Portal uses and allows the use of cookies by third parties (e.g. Google AdWords, GoogleAnalytics) for statistical and advertising purposes.