Information on the processing of Taxxeo.com customer data

In connection with the entry into force on 25 May 2018 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 7 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the GDPR), we hereby provide the following information in accordance with the information obligation set out in Article 13(1) and (2) of the GDPR.
Please be advised that the controller of the personal data you have provided* in connection with the sale of services is Taxxeo.com, owned by Brainwork Sp z o.o. (NIP: 5070090821, KRS: 0000406576, REGON: 101335113) with its registered office in Gliwice (44-100) at ul. Zwycięstwa 33/III.

The Personal Data Controller can be contacted:
1. in writing, by post to the company's registered office address,
2. by email at: rodo@taxxeo.com

For all matters relating to the processing of personal data and the exercise of rights related to the processing of personal data, please contact us by email:rodo@taxxeo.com or at the address of the Administrator's registered office.
The Administrator makes every effort to ensure all physical, technical and organisational measures to protect personal data against accidental or intentional destruction, accidental loss, alteration, unauthorised disclosure, use or access, in accordance with all applicable regulations.

Furthermore, we would like to inform you that:

1. Your personal data is processed for the purpose of establishing, maintaining or performing contracts and agreements between you and our company, conducting marketing campaigns, handling your orders and pursuing any claims. The basis for the processing of personal data is, in accordance with the GDPR:

1.1. Article 6(1)(b) – processing is necessary for the performance of a contract to which the data subject is party,
or to take steps at the request of the data subject prior to entering into a contract, e.g. preliminary order valuation, conclusion of a contract, logistics services, complaint handling, etc.;
1.2. Article 6(1)(c) – processing is necessary for compliance with a legal or regulatory obligation to which the Controller is subject,
1.3. Article 6(1)(f) - data may be processed for marketing purposes (i.e. marketing of the Controller's products and services), statistical purposes and for analyses which do not result in personal data and the result does not serve as a basis for making decisions concerning a specific person, and for other legitimate purposes related to the company's business activities, including the pursuit of claims and debt collection,
1.4. Article 6(1)(a) - if you give your consent - also for the purposes of sending commercial information for marketing purposes, in the form specified in the consent clause (electronic, telephone).

2. Your personal data will be processed for the period necessary to achieve the purposes indicated in point 1:

2.1. in order to implement the provisions of contracts, agreements or other arrangements resulting from them, we store your personal data for the duration of their validity, and after their expiry, no longer than until the expiry of the limitation periods for claims arising from them and provided for by law;
2.2. for the purpose of fulfilling obligations arising from legal provisions, including in particular tax and accounting provisions, but no longer than for the periods provided for by the relevant legal provisions;
2.3. for statistical, archiving and other purposes not mentioned above, based on the legitimate interest of the Controller, no longer than is necessary for the purpose of such activity;
2.4. for the purposes of sending commercial information or for marketing purposes, provided that you have given your consent, they will be processed until such consent is withdrawn or the purpose of their processing ceases to exist.

After the expiry of the above-mentioned periods, your data will be deleted or anonymised.

3. As a business entity providing services, we care about the confidentiality of your data. Due to the need to ensure the proper organisation of our company, e.g. in terms of IT infrastructure or current matters relating to our business, your data may be transferred to the following recipients:

3.1. our contractors who cooperate with us in achieving the objectives indicated in point 1;
3.2. employees/associates of the company authorised by the Controller

* -delete as appropriate.

3.3. other business entities cooperating with the Administrator in the provision of services;
3.4. service providers supplying the company with technical, IT and organisational solutions enabling the company to provide services and manage itself (in particular, ICT, courier and postal service providers);
3.5. legal and advisory service providers, including those supporting the company in pursuing possible claims (e.g. law firms and debt collection companies);
3.6. Your personal data may be disclosed to the tax office and other entities specified by law.

Please be advised that entities which process personal data on our behalf operate under and on the basis of entrustment agreements (in accordance with Article 28 of the GDPR).

4. In connection with the processing of your personal data by the Controller, you have the following rights:

4.1. The right to access the content of the data, including the right to obtain a copy of the personal data) - Article 15 of the GDPR,
4.2. The right to rectify data - Article 16 of the GDPR;
4.3. Right to erasure – Article 17 of the GDPR;
4.4. Right to restriction of processing – Article 18 of the GDPR;
4.5. Right to object to data processing – Article 21 of the GDPR;
4.6. Right to data portability – Article 20 of the GDPR;

5. In addition, you have the right to lodge a complaint with the supervisory authority - the President of the Personal Data Protection Office.

6. The Personal Data Controller informs that in the data processing process, it uses profiling with its own IT systems (CRM database). Profiling means the processing of personal data consisting in the use of your personal data to analyse your preferences (e.g. in the case of marketing profiling, we will determine which of our offers you may be most interested in).

7. At any time, regardless of the rights listed in point 4, you may object to the processing of your data (including profiling) for direct marketing purposes. Once we have accepted your request, we are obliged to stop processing your data for this purpose, without affecting the lawfulness of the processing that was carried out on the basis of your consent before its withdrawal.

8. In specific situations, you may object at any time to our processing of your personal data (including profiling) if the basis for the use of the data is our legitimate interest or public interest. In such a situation, after considering your request, we will no longer be able to process the personal data covered by the objection on this basis, unless we demonstrate that there are:

8. 1. compelling legitimate grounds for the processing which override your interests, rights and freedoms, or
8.2. grounds for establishing, pursuing or defending claims.

9. You may exercise your rights under points 4, 7 and 8 by contacting the Personal Data Controller in writing (by post to the company's registered office) or electronically at gdrp@taxxeo.com

10. The provision of your personal data is voluntary. Failure to provide this personal data will result in the inability to establish and perform contracts or orders between us, e.g. for the sale of services. The provision of your personal data is mandatory if it results from applicable law.

11. Your personal data will not be transferred to countries outside the European Economic Area, which consists of the European Union countries, Iceland, Norway and Liechtenstein.

Gliwice ..... /……/……. …….

Customer's signature

* -delete as appropriate.