

## GDPR - INFORMATION CLAUSE

1. We hereby inform that pursuant to Article 13(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, your data are controlled by: **DAMAR Translation Studio Sp. z o.o.** or **PTU DAMAR Jerzy Marzec**, as the case may be
2. We process the following personal data: name and surname, phone number, address and e-mail address.
3. The submission of personal data by you is voluntary. However, missing consent may render it impossible for us to prepare a quote or process your order.
4. Personal data are processed only for the purposes of preparing offers and rendering the services requested by the data subject.
4. If necessary, your personal data may be made available by the Data Controller to the entity providing accounting, legal or courier services for the Data Controller and to legally authorised institutions.
5. Your personal data will not be transferred to any third country outside the EU or any international organisation.
6. Your data will be stored until the expiry of the limitation period for claims based on the activities arising from the data processing or until the data subject withdraws his/her consent or objects to such data processing.
7. You have the right to access your data, right to their rectification, erasure, restriction of their processing, right to data portability, right to object to the processing of your data, right to withdraw your consent to the processing at any time. The withdrawal of the consent does not affect the lawfulness of data processing before the withdrawal of the consent. In addition, you have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016.
8. The Data Protection Officer can be contacted at: [damar@damar.net.pl](mailto:damar@damar.net.pl)
9. Your personal data are not subject to any automated decision-making, including profiling related to automated decision-making.
10. You may withdraw your consent to data processing at any time by contacting the Data Controller.

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