

PRIVACY POLICY

PERSONAL DATA CONTROLLER:

The personal data controller of your personal data is WARSAW MUSIC ACADEMY Klaudia Kowalik with its registered seat in Warsaw, ul. Przczołkowa 326, 02-962 Warsaw, NIP: 9482551067.

PURPOSES OF PROCESSING, LEGAL BASIS:

Your personal data shall be processed for the following purposes:

- 1) Registering the correspondence and replying to the sent correspondence on the basis of:
 - article 6(1)(f) of the RODO* (processing is necessary for the purpose of pursuing the administrator's legitimate interest in ensuring the quality of cooperation, responding to incoming correspondence and dealing with any matters subject to it).
- 2) Defence against claims and enforcement of claims on the basis of:
 - article 6(1)(f) of the RODO* (processing is necessary for the purpose of pursuing the administrator's legitimate interests which are to ensure the good name of the company, to defend its own interests).

DATA RECIPIENTS:

We will transfer (where applicable, entrust) your personal data to postal service providers, courier service providers, service providers and any IT software supporting business management, email hosting service providers and legal service providers.

PROCESSING TIME:

Your personal data shall be processed for the following period:

- 1) in order to register the correspondence and reply to the sent correspondence - until the end of the correspondence,
- 2) in order to defend against claims and assert claims - 6 years from the end of cooperation to which the correspondence referred.

YOUR RIGHTS:

Please be advised that you have the following rights under the RODO*:

- the right to request access to your personal data;
- the right to request the rectification of your personal data;
- the right to request erasure or restriction of processing of personal data;
- the right to object to the processing of your personal data (data processed under Article 6(1)(f) of the RODO*),

- the right to lodge a complaint to the supervisory authority, the President of the Office for Personal Data Protection.

OBLIGATION TO PROVIDE DATA:

Providing personal data is voluntary, however, it is necessary in order to register incoming correspondence and to reply to it. If you do not provide us with your personal data, we will not be able to process your correspondence.

* We refer to: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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