

PRINCIPLES FOR THE EXERCISE OF DATA SUBJECTS' RIGHTS

RODO is Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data. This regulation aims to extend the protection of the fundamental rights and freedoms of individuals, in particular the right to the protection of personal data.

Below you will find information about your rights and how to exercise them. Please read this document carefully to assist you in exercising your rights.

Right of access to personal data

At any time you can request information from us as to whether the Organisation processes your personal data. By exercising your right of access, you will receive information in response regarding:

- the purposes of the processing,
- the categories of data processed,
- the recipients to whom the personal data have been or will be disclosed,
- the intended period of storage of the personal data or the criteria for determining that period,
- the right to request from the controller rectification, erasure or restriction of processing of personal data and to object to such processing,
- the right to lodge a complaint with a supervisory authority,
- the source of your personal data if it has not been collected directly from you,
- automated decision-making, including profiling.

In addition to the information referred to above, you may also receive a copy of your personal data (i.e. information about your personal data). The first copy of the data being processed is free of charge; we may charge a fee for each subsequent copy.

The right of access may be restricted in certain situations, e.g. we may refuse to provide a copy of the data if it cannot be provided without disclosing confidential data or it would adversely affect the rights and freedoms of others.

Right to rectification of personal data

You have the right to request the rectification of incorrect personal data or the completion of incomplete data. When requesting rectification, you should at the same time demonstrate that they are incorrect. To this end, you will need to provide a document showing that the data being processed is factually inaccurate.

The right to rectification will not apply, with regard to data for which the rectification procedure is defined by separate regulations.

Right to erasure ("right to be forgotten")

Your right to be forgotten is exercised by the immediate deletion of your personal data, but only if at least one of the following circumstances applies:

- the data are no longer necessary for the purposes for which they were collected or otherwise processed;
- you have withdrawn your consent to the processing and there is no other basis for the processing,
- you have lodged an objection to the processing and there are no overriding legitimate grounds for the processing,



- the data are unlawfully processed,
- the data must be erased in order to comply with a legal obligation laid down by Union law or by the law of the Member State to which the controller is subject,
- the data were collected in connection with the offering of information society services.

Your right to be forgotten may be restricted by us, but only if further processing of your data is necessary and imposed by law, e.g. through archiving obligations. In this case, you will receive comprehensive information on why we have not complied with your request and for what reason the data will not be deleted.

Right to restrict processing

Z prawa do ograniczenia przetwarzania danych mogą Państwo skorzystać w ściśle określonych sytuacjach tj. kiedy.:

- you contest In the event of a restriction of processing at the request of the data subject, the controller shall correct the data (the restriction shall be for the period of time during which the controller verifies the correctness of the data),
- you have lodged an objection to the processing (the restriction shall take place until such time as it is ascertained whether the controller's grounds for the processing override the grounds for the objection),
- you object to the erasure of your data (in case of unlawful processing) requesting instead the restriction of the processing,
- you need the data in order to establish, assert or defend legal claims (and overriding the purpose of the processing),
- will only be entitled to store the data. Any processing going beyond storage will require your separate consent.

We may override a restriction of processing if the processing is necessary for the protection of the claims or rights of another person or for compelling reasons of public interest. We will then inform you of the revocation of the restriction.

The right to be informed of the rectification or erasure of data or the restriction of processing

You have the right to be notified about:

- rectification of incorrect data
- completion of incomplete data
- deletion of data,
- restriction of processing of personal data. We are then obliged to inform each recipient to whom we have disclosed personal data of the indicated action, unless this proves impossible or requires a disproportionate effort.

If you ask us to provide information to whom your data has been transferred, this information will be made available to you.

Right to object

You may object at any time to the processing of your data on grounds relating to your particular situation. In that case, we will not be able to process the data unless we can demonstrate the existence of compelling legitimate grounds for the processing which override your interests, rights and freedoms or grounds for the establishment, assertion or defence of claims.

If you raise an objection to the processing of your data for direct marketing purposes, we will stop processing your data for that purpose.



You also have the right to object to profiling.

Procedure for the exercise of rights

1. In order to exercise your rights, you must apply to us to **exercise the rights of the data subject**. We are committed to ensuring that your personal data is protected from disclosure to unauthorised persons.
2. We therefore ask you to send your requests in writing, legibly signed, to 4 Równa Street, 20 - 350 Lublin or by e-mail to biuro@ttnreklama.pl
3. At the same time, we would like to inform you that requests made verbally will be confirmed by an official note. The member of staff receiving the request may, in order to verify your identity, ask you to produce a photo ID (and sign the note).
4. We stipulate that we will not provide any answers in a telephone conversation.
5. You will receive an answer in accordance with the scope of your request without undue delay, but no later than one month from the date of your request. In justified cases, i.e. due to the complexity of the request or the number of requests, we may extend the period by a further two months, in which case we will inform you of the reason for the delay while respecting the one-month deadline for replying.
6. If your request is refused, we will inform you of the refusal by indicating:
 - the reasons for inaction,
 - the possibility of lodging a complaint with the President of the Data Protection Authority.

