

GDPR Privacy Policy - processing personal data and other sensitive data belonging to private or corporate clients and contractors of Abra Removals Artur Puła

The company Abra Removals Artur Puła (hereinafter referred as "Abra Removals"), acting in order to carry out the tasks arising from Art. 13 and 14 of the Regulation of the European Parliament and of the Council of the European Union 2016/679 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 and the Act of 10 May 2018 Journal of Laws 2018, item 1000 on the protection of personal data, establishes this procedure to protect personal data and other sensitive data belonging to private and corporate clients, contractors and employees of Abra Removals:

1. The Data Protection Officer (abbreviated as DPO) of Abra Removals is Mr. Artur Puła, running a business under the name "Abra Removals Artur Puła", NIP (VAT number): 527-239-81-08, REGON (National Business Registry Number): 141157092, officially registered at ul. Dzielna 78 m 68, 01-029 Warszawa, operationally running at the following address: ul. Gierdziejewskiego 5 mag. 23, 02-495 Warsaw.

DPO can be contacted by phone at +48 607123640 or electronically at the following e-mail address: biuro@abra.com.pl

2. All personal and sensitive data collected while establishing contacts, signing the contract, providing proper performance of the contract and other data related to the purpose of properly conducting the business activity of Abra Removals are particularly protected.

3. All Abra Removals employees, both current and newly employed, have been trained regarding data protection procedures.

4. All electronic devices belonging to Abra Removals that may carry data will be equipped with appropriate software to protect data and prevent its uncontrolled leakage.

5. All data obtained may be shared with external companies only in specific cases and only for the proper implementation of the contract between Abra Removals and a natural person or legal person, and for the purpose of supporting Abra Removals activities such as:

- a) accounting office serving the Abra Removals company
- b) law firm serving Abra Removals

c) another entity serving the Abra Removals company providing auxiliary services to standard business activities

d) forwarding and transport companies

e) moving companies

f) customs agencies

g) other companies and agencies providing services that may be useful for the proper performance of the contract.

All the information regarding possible transfer of data to the above listed institutions will be available with Abra Removals DPO.



6. Immediately after becoming aware of a data leakage, Abra Removals will notify the concerned person or institution. State authorities will also be notified of data leakage in accordance with the statutory obligation.

7. Minimum period of data storage

a) in case of signed contracts this deadline is the 30th day from the expiry of the 5-year period counted from the end of the financial year in which the tax return was submitted for the financial year in which goods were purchased or sold or services were performed or until the tax year to which related revenues or costs were recorded.

b) in case of Abra Removals employees, the data will be retained in accordance with the statutory obligation of retaining the employment history of natural persons.

c) in other cases, the obtained data will be retained for the period up to one year from the date of their acquisition.

8. In other case and under the terms specified by the GDPR, you have the right to:

a) request access to personal data retained by Abra Removals,

b) rectify, delete or limit processing,

c) object to data processing,

d) transfer data,

e) withdraw consent to data processing at any time, without affecting the lawfulness of processing based on consent before its withdrawal (if data are processed on the basis of a consent),

f) lodge a complaint with the competent supervisory authority.

Please be informed that providing your personal data is voluntary, but not providing the data required by Abra Removals DPO, may result in the impossibility to conclude and provide Abra Removals services.

All complaints may be addressed to Abra Removals DPO or to the Personal Data Protection Office at the following address: ul. Stawki 2, 00-193 Warsaw.