

GDPR

Privacy policy

- 1) RS Energy limited liability company, based in Warsaw, treats privacy with due seriousness and in accordance with the principles of law, maintaining transparency regarding the basis and methods of processing personal data.
- 2) To ensure compliance with 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, and repealing Directive 95/46/EC (Official Journal of the European Union L No 119, p. 1), RS Energy LLC, based in Warsaw, acting as the data controller and data processor, has prepared this Policy.
- 3) The descriptions of the principles and procedures for processing personal data and their security contained in this Policy are aimed at organizing data processing processes.

Concepts

- 1) Personal data - any information relating to an identified or identifiable individual, such as name, phone number, address, ID number. An identifiable person is someone whose identity can be directly or indirectly determined, particularly by reference to an identification number or one or more specific factors determining their physical, physiological, mental, economic, cultural, or social identity. Information is not considered identifiable if it would require excessive costs, time, or actions to determine the identity.
- 2) User - an individual whose data is being processed.
- 3) Client - an entity for whom the Company provides services or from whom it acquires goods.
- 4) Data processing - any operation performed on personal data, such as collection, recording, storage, organization, alteration, disclosure, and erasure, especially those performed using information systems.
- 5) Personal data breach - a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access to personal data transmitted, stored, or otherwise processed.

Personal data controller

The data controller of personal data of the Users is: RS Energy LLC with its registered office in Warsaw, VAT ID: 5242827668; National Court Register (KRS) number: 0000671723.

Principles of collecting personal data of Users

- 1) The Company, in accordance with the law, may collect information about Users from various sources.
- 2) As a data processor within the scope of providing services, the Company obtains personal data of Users primarily directly from its Clients or based on data processing agreements concluded with Clients for the purpose of service provision.
- 3) The Company obtains personal data in the following scope:

- a) Contact information (such as name, residential/address/correspondence/business address, email, and phone number).
- b) Business contact information (such as position, department, and institution name).
- c) Necessary information for issuing VAT invoices (such as VAT ID, REGON).
- d) Supplied content (such as photos, articles, and comments).

Processing of personal data

- 1) The Company ensures control over the type and scope of processed personal data, the period and method of processing, as well as the authorized persons involved in the processing.
- 2) The Company makes every effort to protect the information and personal data it collects.
- 3) The Company provides appropriate administrative, technical, and physical protection of personal data provided by Users, against accidental, unlawful, or unauthorized destruction, loss, alteration, access, disclosure, or use.
- 4) The Company retains personal data only for as long as necessary to fulfil the purpose for which the personal data was collected unless otherwise required by applicable law.
- 5) The Company takes measures to destroy or render personal data permanently anonymous when required by applicable law or when the personal data is no longer needed for the purpose for which it was collected.
- 6) The Company declares that:
 - a) Personal data is processed in accordance with the law.
 - b) Personal data is collected for specified, lawful purposes and not further processed in a manner incompatible with those purposes.
 - c) Personal data is stored in a form that allows the identification of individuals for no longer than is necessary for the purposes of processing.
 - d) The personal data is factually correct and adequate for the purposes for which it is processed.
- 7) Access to personal data is granted to the Company, its authorized employees, collaborators, and service providers. Access to personal data by the individuals is limited to the purpose and scope specified by the Company.
- 8) The Company maintains a record of individuals authorized to process personal data. Persons authorized to process data are obliged to maintain strict confidentiality of personal data and the methods of its protection.
- 9) The Company and individuals authorized to process such data implement technical and organizational measures to ensure the protection of the processed personal data.
- 10) The data collected by the Company may be used, among other purposes, for the following:
 - a) Provision and administration of services and communication regarding them by the Company.
 - b) Risk assessment and improvement of the Company's operations (including the development of services provided, communication management, analysis, and improvement of services).
 - c) Assessing User interest in employment and contacting them regarding employment opportunities within the Company.
 - d) Compliance with legal requirements or in connection with ongoing legal proceedings or requests from public authorities for the disclosure of information held by the Company.
 - e) Ensuring compliance with personal data protection regulations and internal Company regulations in this regard.

- f) Execution of an employment contract, including the performance of obligations specified in legal provisions or collective agreements, management, work planning and organization, workplace equality and diversity, occupational health, and safety, and for the purposes of exercising individual or collective rights and benefits related to employment, as well as for the purpose of employment termination.
- g) Maintenance of documentation related to employment relationships, keeping personal files of employees, and storing such documentation and personal files in conditions that do not pose a risk of damage or destruction.

Sharing and entrusting the processing of personal data

- 1) The Company does not disclose, sell, or otherwise disclose the collected personal data of Users, except in situations described in the Policy or as required by applicable laws and regulations.
- 2) The Company may entrust the processing of personal data to service providers acting on its behalf. In accordance with the data processing agreements concluded with these service providers, the Company requires them to ensure compliance with applicable laws, high standards of privacy protection, and security of personal data processed on behalf of the Company.

Rights of Users

- 1) The User has the right to control the processing of data concerning them by the Company, to obtain information about the purpose, scope, and methods of data processing.
- 2) The User has the right to access their personal data, as well as to make changes, additions, corrections, and updates to them. They also have the right to request anonymization, temporary or permanent suspension of their processing, or their deletion if the data is incomplete, outdated, inaccurate, or has been collected in violation of the law. The Company may continue processing personal data based on legal requirements.
- 3) If the processing of personal data is based on the User's consent, the User has the right to withdraw their consent for the processing of their personal data by submitting a written notice to the Company. In such cases, the Company will comply with the User's decision regarding future activities.
- 4) The User has the right, in cases provided for by law, to request the Company to cease processing their personal data and to lodge an objection to the processing of their personal data.
- 5) Requests for information, withdrawal of consent for the processing of personal data, as well as the exercise of other rights of the User arising from applicable law, should be made by submitting a written statement sent by registered mail to the Data Administrator's address or by sending an email to gdpr@rsenergy.pl.

Contact

Users have specific rights regarding their personal data, so if you have any questions regarding the processing of personal data, please contact us at: gdpr@rsenergy.pl or the company's headquarters.