

IAM

# Privacy Policy





## Privacy Policy

Information clause regarding the processing of personal data by Instytut Audytu Medycznego sp .z o.o.

In view of the information obligations of the controller processing personal data towards the data subject, resulting from the provisions of 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 the flow of such data and the repeal of Directive 95/46 / EC (General Data Protection Regulation) ("Regulation"), we would like to inform you in a transparent manner:

- > why and how we collect, use and store your personal data;
- > on what legal basis and for what purpose and for how long this personal data is processed;
- > what are your rights and obligations related to the collection and use of such data.

The administrator of your personal data is the company Instytut Audytu Medycznego, a limited liability company with its registered office in Warsaw, address: ul. Chelmska 18 B / 57, 00-725 Warsaw ("Administrator" or "IAM").

The Administrator can be contacted in writing, by traditional mail to the address indicated above or to the e-mail address: [info@inam.pl](mailto:info@inam.pl)

In order to conduct its business, IAM collects and uses information that identifies individuals ("Personal Data").

In this information clause, IAM informs you about all forms of use of personal data ("processing") in relation to natural persons who are:

- > customers, including potential customers, IAM;
- > suppliers of goods or services to IAM, subcontractors and other contractors, including potential suppliers, subcontractors and other contractors, IAM;
- > partners, employees, associates, statutory representatives, proxies or representatives of such clients, as well as suppliers, subcontractors and other contractors;
- > other persons whose data we process for the purposes of issuing or executing invoices as part of cooperation with clients, suppliers, subcontractors and other contractors

("You" or "Customers / Suppliers").



## Privacy Policy

IAM is the Administrator of your personal data collected in the process of acquiring Customers / Suppliers and the implementation of contracts concluded with Customers / Suppliers, which means that it decides on the purposes for which these personal data are used and the methods of their processing.

Personal data is processed by IAM when (legal basis for processing):

- > it is necessary for the performance of the contract to which the data subject is party, or to take steps at the request of the data subject prior to concluding the contract (Article 6 (1) (b) of the Regulation);
- > it is necessary to fulfill the legal obligation incumbent on the controller (Article 6 (1) (c) of the Regulation);
- > it is necessary for the purposes of the legitimate interests pursued by the Administrator (Article 6 (1) (f) of the Regulation).

Your personal data will be used to implement contracts concluded with you, as well as for complaints and possible redress.

Your personal data will also be used to send commercial offers (so-called direct marketing) and to contact persons representing / acting on behalf of the Customer / Supplier.

In the case of concluding a contract between you and IAM, providing personal data of the above-mentioned persons is voluntary, but necessary for the purposes of concluding the contract and handling cooperation between the Customer / Supplier and IAM. The consequence of not providing personal data is the inability to perform the above actions by IAM (for example, failure to provide personal data may result in the inability to issue an invoice).

With regard to potential clients, as well as partners, employees, associates, statutory representatives, proxies or representatives of potential clients, IAM collects and processes the following categories of personal data: name and surname, official position, business address, registered office address, correspondence address, telephone number, e-mail, company (name) of business activity, company address, NIP, REGON. The source of the above personal data are publicly available sources, including information made available on websites, as well as on public accounts in professional (professional) social media..

Your personal data may be transferred to the following recipients (including other administrators who process personal data on their own):

- > entities operating postal or courier;
- > entities conducting payment activity (banks, payment institutions);
- > entities cooperating with the Administrator in handling administrative, legal, advisory, accounting matters, etc. ;
- > entities maintaining servers and providing hosting, IT and other similar services for the Administrator.



## Privacy Policy

Your personal data will be stored by IAM for the period of:

- > in which legal regulations require us to store personal data (e.g. for accounting or tax purposes);
- > performance of obligations under commercial contracts, including the expiry of the limitation period for claims arising from these contracts;
- > implementation of the legitimate interests of the Administrator, e.g. pursuing claims by the Administrator, implementing direct marketing by the Administrator, as well as contacting by the Administrator with persons representing / acting on behalf of the Customer / Supplier, if it is necessary to conclude or perform contracts with Customers / Suppliers.

As the Administrator of your personal data, we ensure that in connection with the processing of your personal data, you have the right to:

- > request the Administrator to access your personal data, including obtaining a copy of the data;
- > request the Administrator to correct your personal data that is incorrect or incomplete, including by providing an additional statement;
- > request from the Administrator to delete data (only in situations specified in the Regulation, e.g. when they are not necessary for the purposes for which they were collected or otherwise processed, or were processed unlawfully);
- > request from the Administrator to limit the processing of your personal data (e.g. when the processing is unlawful and the data subject objects to the deletion of the data, or when the administrator no longer needs the personal data for the purposes of processing, and at the same time they are needed by this person for an investigation or defense of claims);
- > request from the Administrator to transfer your personal data (if the processing of your personal data is necessary for the Administrator to perform the contract to which you are a party and if such processing takes place in an automated manner), including sending this data to another administrator, if it is technically possible;
- > object to the processing of your personal data by the Administrator (in the event of processing personal data as part of the legitimate interest pursued by the Administrator, e.g. in the case of their processing for direct marketing purposes);
- > lodge a complaint to the supervisory body (the President of the Personal Data Protection Office).

The rights indicated above can be exercised by contacting us by e-mail at: [info@inam.pl](mailto:info@inam.pl) or by contacting us in writing by traditional mail to the following address: Instytut Audytu Medycznego sp.z o.o., ul. Chemska 18 B / 57, 00-725 Warsaw.

Your personal data is processed electronically and manually in accordance with the methods and procedures related to the purposes of the processing referred to above.

The administrator makes every effort to ensure all means of physical, technical and organizational protection of your personal data against accidental or deliberate destruction, accidental loss, alteration, unauthorized disclosure, use or access, in accordance with all applicable regulations.



Instytut Audytu Medycznego Sp. z o.o.  
Warszawskie Centrum Finansowe  
ul. Emilii Plater 53, XIV piętro  
00-113 Warszawa  
info@nam.pl