

Correspondence

Information for individuals who contact Railwaymen electronically (via e-mail, contact form, social media etc.)

INFORMATION CLAUSE - CORRESPONDENCE

What does this Information Clause cover?

Who is responsible for any personal data collected?

What personal data do we process about you? Collection of information.

For what purposes do we process your personal data?

Interacting with Railwaymen through social media.

Who do we share your personal data with?

Security of your personal data.

How long do you hold my personal data for?

What are the consequences of not providing your data?

You can always withdraw your consent to the processing of your personal data.

Your rights and how to exercise them.

Information about automated data processing, including profiling.

Cookies and similar technologies.

<p>What does this Information Clause cover?</p>	<p>This notice sets out what personal data we collect, for what purposes and your rights in this respect.</p> <p>This Information Clause provides information about personal data which are processed by Railwaymen Sp. z o.o. with its seat in Krakow (Railwaymen) in relation to individuals who contact Railwaymen electronically. This includes in particular e-mail correspondence, contact via contact form on Railwaymen's website or through social media.</p> <p>This Information Clause explains what personal data we process about you, why we are processing your personal data and for which purposes, how long we hold your personal data for, how to access and update your personal data, as well as the options you have regarding your personal data and where to go for further information.</p> <p>The Information Clauses for <i>individuals connected with our Clients, Business Partners and Suppliers</i> is available at railwaymen.org/docs/2f_Correspondence.pdf</p>
<p>Who is responsible for any personal data collected?</p> <p>How to contact us?</p>	<p>The Controller of your personal is Railwaymen Sp. z o.o. with its seat in Kraków.</p> <ul style="list-style-type: none"> ● address: 11 Na Zjeździe St, 30-527 Kraków, ● No in entrepreneur register (KRS): 386418, ● tax ID (NIP): 6793065841, ● REGON: 121508242. <p>The Controller's complete and most up-to-date data can be found at https://railwaymen.org/contact-us.</p> <p>In all matters related to personal data, you may contact Railwaymen by writing to: gdpr@railwaymen.org or through the contact form on our website: https://railwaymen.org/contact-us .</p>

<p>What personal data do we process about you? Collection of information.</p>	<p>The categories of personal data we collect about you.</p> <p>Railwaymen processes personal data necessary to answer a received query, request or application. This also applies if you apply this way to get free materials (e.g. an e-book provided by the Controller). Processed personal data include: your name and surname, company name (if applicable), address, address email and phone number (if applicable).</p> <p>Sensitive personal data</p> <p>Sensitive personal data include for example personal data regarding health. As a rule this type of personal data is not processed for the purpose of correspondence.</p>
---	---

<p>For what purposes do we process your personal data?</p>	<p>The purposes for which we process your personal data.</p> <p>Railwaymen processes your personal data in order to:</p> <ul style="list-style-type: none"> ● contact with you (senders/ recipients), ● document arrangements made with clients, contractors and other persons, including submit offers and conduct negotiations, ● receipt letters, notifications and applications in electronic form, e.g. complaints, claims, other requests, ● marketing communications with individuals who have consented to the processing of their personal data for this purpose ● protect against claims or to file claims. <p>The legal basis of the personal data processing is:</p> <ul style="list-style-type: none"> ● Railwaymen legitimate interests which is conducting correspondence related to the company's business; the basis for the processing is Article 6.1.f of GDPR, ● your consent, including that given by applying to get free materials provided by Railwaymen (e.g. e-books); the basis for the processing is Article 6.1.a of GDPR, ● compliance with a legal obligation which Railwaymen is subject to, e.g. executing the rights of individuals whose data are processed; the basis for the processing is Article 6.1.c of GDPR . <p>We may also process your personal data for a secondary purpose where it is closely related, such as: (1) storing, deleting or anonymising your personal data, (2) fraud prevention, audits, investigations, dispute resolution or insurance purposes, litigation and defence of claims or (3) statistical, historical or scientific research.</p>
<p>Interacting with Railwaymen through social media.</p>	<p>If you choose to interact with Railwaymen through social media on Railwaymen administered social media page such as Facebook, Instagram, Twitter or LinkedIn, your personal data (such as your name, your profile picture and the fact that you are interested in Railwaymen) will be visible to all visitors of your personal webpage depending on your privacy settings on the relevant social media platform, and will also be visible to Railwaymen. You can delete any data that you shared on these sites at any time through your relevant social media platform's account. We do not track your activity across the different social</p>

	<p>media sites that you use. If you send a message to Railwaymen via any messenger service on a social media platform, these messages are held for no longer than one month after the correspondence is finished.</p> <p>Additionally and to the extent Railwaymen is jointly responsible with a social media platform of its social media pages, Railwaymen will have access through the social media platform to aggregated data providing statistics and insights that help to understand the types of actions you take on Railwaymen social media pages. For more information on how your personal data are processed on those social media platforms, including any targeted advertising that you may receive, please refer to your privacy settings accessible through your relevant social media platform's account.</p>
<p>Who do we share your personal data with?</p>	<p>The recipients of your personal data may be entities acting on behalf of Railwaymen, including our technology, logistics and/or organisational partners. In each case, these shall be trusted entities cooperating with Railwaymen on the basis of appropriate contracts and only on Railwaymen's order.</p> <p>Personal data <u>will not be transferred</u> outside the EEG or shared with international organisations.</p>
<p>Security of your personal data.</p>	<p>Your personal data will be processed in accordance with generally applicable laws, including the requirements set in GDPR and the Polish Act on personal data protection. We make every effort to provide all physical, technical and organizational protection measures for your personal data against unauthorized or unlawful processing and accidental loss, destruction or damage. We will update these measures as new technology becomes available.</p>
<p>How long do you hold my personal data for?</p>	<p>Railwaymen only holds your personal data for a defined period of time.</p> <p>We store e-mail correspondence and connected personal data for the period necessary to properly and reliably perform the above-mentioned purposes, respectively for each purpose separately, unless the correspondence contains content important for filing claims or protecting against claims. In such a case we store selected correspondence and personal data for 6 years from the date of receipt of the correspondence, until the end of the 6th year (i.e. until the expiry of the limitation period for claims), and if any court proceedings is initiated also after this date.</p> <p>If your personal data is processed under your consent and to the extent of the consent, Railwaymen will process your data until you withdraw your consent. Consent may be withdrawn at any time (see below).</p>

<p>What are the consequences of not providing your data?</p>	<p>Providing personal data is voluntary, although necessary for continuing correspondence, obtaining free materials, filing a complaint, executing the rights or establishing business cooperation. If you do not provide personal data Railwaymen will not be able to answer your email, request or motion, share free materials or present its offer.</p>
<p>You can always withdraw your consent to the processing of your personal data.</p>	<p>The consents you have given for the processing of personal data may be withdrawn at any time, but this will not affect the lawfulness of the processing that Railwaymen performed before the withdrawal of such consent. To withdraw your consent, please write to: gdpr@railwaymen.org.</p>
<p>Your rights and how to exercise them.</p>	<p>Your rights in relation to your personal data</p> <p>In regard to the processing of your personal data by Railwaymen, you have the following rights:</p> <ul style="list-style-type: none"> • the right to access your data and receive a copy of it, • the right to rectify (amend) your personal data, • the right to restrict the processing of personal data or to erase your personal data, • the right to data portability (if the processing of data is carried out by automated way). <p>How can these rights be realized?</p> <p>The request for the realization of indicated rights should be sent to Railwaymen via e-mail: gdpr@railwaymen.org. We will answer no latter than in one month.</p> <p>What can you do if you think we are handling your data incorrectly?</p> <p>If you think we are handling your data incorrectly, you have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection (2 Stawki Street, 00-193 Warsaw).</p> <p>We would appreciate it if you presented your concerns to us first. Perhaps this way the matter can be resolved quickly.</p>

Information about automated data processing, including profiling.	The data you provide will not be the basis for automated decision-making, including profiling.
Cookies and similar technologies.	<p>We use cookies on our websites to provide you with the best user experience possible.</p> <p>Railwaymen may use cookies and similar technologies that aim to collect and store information when you visit our website. This is to enable Railwaymen to identify your internet browser and collect data on your use of our website, which pages you visit, the duration of your visits and identify these when you return so that we improve your experience when visiting our website(s). You can control and manage your cookies preferences by adjusting your browser settings or using Railwaymen cookies preference tool on our websites. For more information, please see our Cookie Policy, located here: railwaymen.org/docs/Cookie_Policy.pdf .</p>