

## **About us**

The Controller of your personal data is the company Bałtycka Basa Masowa sp. z o. o. with seat at the address Węglowa 3, 81-341 Gdynia, Poland (referred to in the text as BBM).

## **General provisions**

We go to great lengths to protect the privacy of our customers, business partners and employees. We care for the processing of the personal data to take place in line with the Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (referred to in the text as the GDPR), in line with the Polish act on the protection of personal data and particular auxiliary provisions. We implement suitable technical and organisational resources to ensure a level of security that would remain in line with the possible risk of violations of the rights or liberties of natural persons. We develop policies and procedures, organise training seminars to improve knowledge and competences of our employees in this regard.

## **Our sources of your personal data**

We process personal data we receive from you from inquiries submitted through the contact form, from e-mail, phone calls and from direct relations, e. g. during industry branch trade shows. The objective of data processing is to initiate contact and present an offer.

## **What we use your personal data for**

Personal data acquired from you is used to conclude and efficiently execute contracts. We also conduct marketing and advertising activity to provide current information about our products and services. As an employer, we process our employees' personal data.

## **What are the rules and the basis for processing of your personal data**

We make sure that this personal data is:

- processed in accordance with the law, in a legitimate and transparent manner;
- collected for specific and legally justified purposes;
- suitable, reasonable and limited to what is necessary;
- correct and updated if need be;
- stored over a period of time that isn't longer than necessary
- processed in a manner ensuring appropriate security.

## **We process your personal data**

- on the basis of the consent you provide,
- on the basis of your activity before the conclusion of the contract or for the purpose of its conclusion, and then in order to execute the provisions of the concluded contract;
- in order to fulfil the obligations that bind us;
- on the basis of the legal interest of the administrator; should we process your personal data on the basis of your consent, we inform you that it may be withdrawn at any time, e. g. on the basis of an e-mail sent to us to [bbm@bbm.gdynia.pl](mailto:bbm@bbm.gdynia.pl).

## **Your rights**

We make every effort to provide you with all relevant information in a clear, understandable and simple form, and to communicate with you appropriately with respect to the processing of personal data in relation to the execution of your rights to:

- access the data
- have the data removed
- transfer the data
- limit the processing
- correct the data
- file complaints
- withdraw your consent.

## **Subcontractors/ data processing entities/ recipients**

If we cooperate with entities that process personal data in our name, then we exclusively use the services of such entities that provide sufficient guarantee of implementation of suitable technical and organisational resources in order for the processing to be compliant with regulations of the GDPR and in order for it to protect the rights of data subjects. We carefully check these entities and conclude relevant data processing agreements.

## **Authorisations**

We make sure that any person acting pursuant to our authorisation and having access to Your personal data processes it exclusively pursuant to our orders, unless EU or domestic Polish law would foresee otherwise.

## **Cookie files**

When using our website, You consent to the usage of cookie files. If you do not provide your consent to the use of cookies by BBM, then you should block them in your browser's settings.

Cookie files are small text files that contain computer data, which the server stores on the end user device of a website to be able to read them again, every time the user would connect to the website from that end user device. We inform you kindly that BBM does not transfer your data to third party states and does not use tools based on customer profiling.