

INFORMATION CONCERNING PERSONAL DATA PROCESSING FOR UNIVERSAL EXPRESS GROUP CONTRACTORS

Controllers of your personal data:

Universal Express Relocations Sp. o. o.

ul. Komitetu Obrony Robotników (17 Stycznia) 45B
02-146 Warszawa

Universal Express Group companies:

Universal Express Sp. z o.o.
02-146 Warszawa ul. Komitetu Obrony Robotników (17 Stycznia) 45B
Universal Express System Sp. z o.o.
02-146 Warszawa ul. Komitetu Obrony Robotników (17 Stycznia) 45B
Universal Express Distribution Sp. z o.o.
05-840 Brwinów, Moszna-Parcela 29
Databank Sp. z o.o.
05-840 Brwinów, Moszna-Parcela 29
Express Relocations Sp. z o.o.
02-305 Warszawa, Al. Jerozolimskie 136
Dor-Cel Sp. z o.o.
02-158 Warszawa, ul. Wirazowa 35
VIP-PROPERTY Sp. z o.o.
00-679 Warszawa, ul. Wilcza 69/31
Polcrate Sp. z o.o.
05-840 Brwinów, Moszna-Parcela 29

Data Protection Officer's contact details

All Universal Express Group companies appointed the Data Protection Officer, who can be contacted on all matters concerning the processing of personal data and the exercise of data processing rights.

If you want to contact the Data Protection Officer, use the following contact details:

Address: Data Protection Officer
Universal Express Relocations Sp. o. o.
ul. Komitetu Obrony Robotników (17 Stycznia) 45B
02-146 Warszawa

E-mail address: iodo@uesystems.com.pl

For what purposes are your personal data processed?

Your personal data are processed in order to initiate and maintain business contacts by Universal Express Group companies. The data may be also processed in order to sign and execute the contract, and properly perform contractual or legal obligations including tax and accountancy obligations, ensure compliance, determine and/or defend claims.

How long will your personal data be stored?

Your personal data will be processed as long as business contacts between you and Universal Express Group companies are active. Afterwards if it is allowed or required by the law, for example for tax and or to determine or defend claims. In such case the data will be processed for the term required to satisfy such purposes.

What is the legal basis for processing your personal data?

The legal basis for processing your personal data for business contact purposes is:

- Article 6 sec. 1 point a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council 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 ("GDPR") – Your consent – in case where You provide Your data directly for business contact purposes (handing out a business cards, emailing or calling us in order to initiate business contacts);
- Article 6 sec. 1 point f) of the GDPR in connection with Recital 47 of the GDPR – legitimate interest of the data controller – initiating and maintaining business contacts and marketing its services and products;
- Article 6 sec. 1 point f) of the GDPR in connection with Recital 48 of the GDPR – legitimate interest of the data controller and Universal Express Group companies – in case of transferring data between Universal Express Group companies.

The legal basis for processing your personal data for contract signing purposes is:

- Article 6 sec. 1 point b) of the GDPR – processing is necessary for the performance of a contract to which the data subject is party;
- Article 6 sec. 1 point c) of the GDPR - processing is necessary for compliance with a legal obligation to which the controller is subject (tax and accountancy obligations);
- Article 6 sec. 1 point f) of the GDPR - legitimate interest of the data controller - determining and/or defending claims.

Source of data and obligation to share data

Providing Your data for business contact purposes in voluntary.

Providing Your data for signing and execution of a contract is required and essential to properly sign and perform such contract.

Who will be the recipient of your personal data?

Your data may be transmitted to entities processing personal data at the controller's request, such as IT service providers, legal advisers, etc. but in such case such entities process the data solely in accordance with the agreement executed with the controller and on the basis of controller's instructions.

Data may be also be transmitted to entities belonging to Universal Express Group on the basis of Article 6 sec. 1 point f) of the GDPR in connection with Recital 48 of the GDPR in order to initiate and maintain business contacts.

Data may be also be transmitted to public authorities entitled to access data according to the law, for example law enforcement authorities if such authority request the data on the basis of the proper legal grounds (e.g. during the ongoing criminal proceeding).

Transferring data outside the European Economic Area

Your personal data may be transmitted to third countries from outside the European Economic Area. Data may be transferred to Universal Express Group companies' contractors participating in provision of services by Universal Express Group companies or foreign authorities. Data will be also transferred if the transfer is necessary for the performance of a contract between the data subject and Universal Express Group company or the implementation of pre-contractual measures taken at the data subject's request or the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject.

What are your rights concerning personal data processing?

You have the following rights in connection with your personal data processing:

- right to access your data, including the right to make copies of such data,
- right to have your data rectified,
- right to have your data erased (in specified situations),
- right to file a complaint to the Supervisory Authority which handles personal data protection,
- right to have the processing of your data limited,

If Your data is processed on the grounds of Your consent or due to the provision of the services (data is required in order to provide the services) You may also additionally execute following rights:

- right to right to withdraw the consent in relation to the data processed on the grounds of such consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
- right to data portability, this means the right to receive the personal data in a structured, commonly used and machine-readable format. You have the right to transmit those data to another controller.