

In accordance with the article 13 of the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 (**RODO**), we inform:

1. Due to sending us correspondence, inquiry or registration for course we have become the Administrator of your personal data attached. As an Administrator we are obligated the share below information with you.
2. We inform that Masters sp. z o.o. with its registered office in Straszyn is the Administrator of your personal data. If you should have any questions on personal data processing please find contact details – Objazdowa 5B, 83-010 Straszyn (with a note: “Personal Data Inspector”), via telephone: 00 48 58 691 06 91 or email: biuro@masters.com.pl.
3. An intermediate contact by Personal Data Inspector is available via telephone: 00 48 58 506 58 63 or email: IOD@masters.com.pl.
4. Your personal data provided using the form are necessary for proper execution of inquiries, orders, attending registered courses or job application. The data provided will be processed according to the article 6.1 letters a) and b) as well as article 13 RODO for proper execution of the agreement, order or job application. Your separate permission is required for each of those.
5. Providing your personal data is voluntary, although not providing them, will disable execution of the agreement, placed order or your job application.
6. You are able to withdraw your permission by an email IOD@masters.com.pl or in writing ul. Objazdowa 5B, 83-010 Straszyn (with a note: “Personal Data Inspector).
7. The withdrawal does not affect legitimacy for personal data processing for the period of time before it was sent.
8. Access to your personal data will be granted to entities that process them on behalf of us in connection with:
 - a) customer relationship management information systems or database,
 - b) execution or delivering ordered goods.
9. We are not planning to share your personal details with any entities from third countries (outside European Union) or international organizations.
10. Your personal data will be stored not longer than necessary to complete your order, course or finish your job application unless a separate new permission will be obtained.
11. You have the right to:
 - a) Access your personal data (that is viewing data processed by us),
 - b) Correct your personal data (in case they are incorrect),
 - c) Complete your personal data (in case they are incomplete) ,
 - d) Transfer your personal data (that is transferring in structuralized, commonly used electronic format such as .txt, .pdf etc. to selected entity),
 - e) Request limiting data processing (in that case we will be only entitled to storage your data),
 - f) Object data processing (e.g. if used in marketing purposes),
 - g) Delete your personal data except that some of them will be stored till the end of period mentioned in p.10.

12. In relation to the fact of processing your personal data you have the right to bring an action to supervisory authority which is Personal Data General Inspector (Generalny Inspektor Danych Osobowych <https://giodo.gov.pl/pl/493>).
13. Your personal data will not be used in automated decision making process, such as decisions in profiling.
14. Your personal data may be also processed for Masters sp. z o.o. marketing purposes pursuant to article 6.1 letter f) RODO.