

Information sent to customers and suppliers

Gdańsk, 22.05.2018

Information update, 18.06.2018

Due to the new obligations resulting from the new regulations regarding the Regulation On The Protection Of Personal Data, we hereby inform you as follows:

Information about the processing of personal data:

Where do we get your data from?

We obtained your data:

1. directly from you,
2. from an entity that has concluded a contract with us for the provision of services for your behalf,
3. from a partner / third party cooperating with our company who has disclosed your personal data based on your agreement,
4. from the fairs where you have left your business card for us
5. from publicly available sources, e.g. from the National Court Register, Central Register and Business Information, industry databases: Polish furniture manufacturers, suppliers for the wood industry, suppliers for the furniture industry, furniture showrooms, door salons, door and hardware manufacturers in Poland and many other similar databases.

Who is the administrator of your data?

The administrator of your data is: Laguna Hardware Factory Sp. Z o.o. Sp. K. based in Gdańsk ("Laguna"), at Maszynowa 32A, 80-298 Gdańsk, registered in the Register of Entrepreneurs of the National Court Register, kept by the District Court for the city of Gdańsk, Economic Department -

National Court Register, under KRS (National Court Register), number 0000499116, NIP: 604-01-25-662 , REGON no 220944400; phone no. +48 58 770 48 00, e-mail: info@laguna.pl

What data we process?

The data administrator processes the following categories of data:

1. contact details including (company name or yours first and last name if you run a business under your own name)
2. telephone data, including landline and cell phone numbers provided previously by you
3. postal address information, e-mail
4. data required for identification and for the purpose of concluding a contract, sale of goods, services including invoicing, notes, credit notes.
5. identification details necessary to provide on-line services;
6. data needed to prepare the most suitable for you marketing offer and products with Laguna services (e.g. about Laguna products that you used before).

The purpose of processing your personal data

We will process your personal data in one or more of the following purposes:

1. in order to carry out activities performed at your request, e.g. preparation of offers, response to an inquiry etc.
2. in order to implement the agreement with Laguna in your favor as a third party (Art. 393 of the Civil Code), if the party to the contract is another entity,
3. in order to fulfill Laguna`s legal obligation, e.g. issuing a VAT invoice, credit note, a note or a bill,
4. in order to set up and administer your B2B account in the ERP IT system in the "B2B support" and "online store" folder integrated with Laguna IT systems / websites.
5. for marketing and commercial purposes
6. for information purposes, i.e. providing you, based on the previous agreement, newsletters and other information via email.

7. for courtesy purposes, i.e. sending you occasional wishes, including birthday and name-day, gifts.
8. For the purpose of organizing work within the company in the form of telephone blocks, i.e. contacting you individually and directly
9. In order to collect the above-mentioned data in Laguna's internal databases for better data management, preparing dedicated offers
10. if you agree and only to the extent to which you agree to, we will process your data:,
in order to conduct the following types of market and opinion researches: quantitative research, surveys, tests or qualitative and opinion-forming studies (personal interviews)

Are you obligated to provide personal data?

To the extent that the processing of your data takes place in order to perform the agreement with Laguna (purchase, sale, cooperation), entering your data is a condition for the conclusion of this contract. Data submission is voluntary, but it is necessary for the execution and performance of contracts, especially in the case of payments for goods or services with delayed payment terms. If you do not provide personal data, the contract will not be concluded, and all your purchases in our company will be made in the form of prepayments for receiving goods or services. Providing the data necessary to issue an invoice is a statutory obligation and results from the Act on taxes on products and services. In the remaining scope, providing personal data is voluntary, it is not a statutory or contractual requirement and is not a condition of concluding the contract.

You have the right to cancel the agreement, request access to data and limit their processing

You can withdraw any consent given to Laguna in connection with the processing of your personal data at any time without any consequences. You can agree to all or some of consents, or not agree to any. All you need to do, is to send an e-mail with your will to info@laguna.pl. The willingness to withdraw agreement can be expressed in any way, the only condition is that it reaches us. Withdrawal agreement does not affect the lawfulness of the processing of your data before it was made, i.e. until the consent is withdrawn, the processing of your data by Laguna is legal.

How to contact an employee authorized to process and protect your data?

You can do it by phone at +48 58 770 48 38 or by e-mail to: info@laguna.pl

On what basis we will process your personal data?

The base for processing of personal data is, depending on the activities performed:

1. conclusion and performance of a contract with Laguna
2. fulfillment of Laguna`s legal obligation (e.g. issue an invoice)
3. Laguna`s legitimate interest (direct marketing of products and services or performance of a contract concluded with Laguna for your benefit as a third party, when the party to the contract is another entity),
4. Your agreement.

When and to whom we can pass data, and to whom we will not pass them on?

We can reveal your data to recipients, in the form of companies cooperating with us and performing tasks on our behalf and our benefit, eg debt collection, transport, law and IT companies.

What can you do with the personal data provided to us?

You have the right to request from Laguna access to your personal data, to correct it, delete or set a limit for processing, and we may transfer it at your request to another data controller. You can raise objections to the processing of your data for marketing purpose of Laguna`s products or services.

Until when we will store your data?

* Your personal data will be stored for as long as it is necessary to perform the agreement between you and Laguna or a contract concluded by another entity for your behalf, after that time, for a period of time corresponding to the period of limitation of claims which Laguna may raise and which may be raised against Laguna.

* If your personal data is processed in order to fulfill the legal obligation of the administrator, personal data will be stored for the time necessary to fulfill those obligations.

* Data processed on the basis of your agreement will be processed until you

withdraw your agreement.

* If your personal data will be processed on the basis of the legitimate interest of the administrator, when the basis of this processing is the performance of the contract concluded with Laguna for your benefit, the data will be processed until the legitimate interest that forms the basis of this processing will be fulfilled.

If your personal data will be processed on the basis of the legitimate interest of the administrator, when the basis for this processing is the direct marketing of products and services, your personal data will be processed until you file an objection.

Where you can place your complain regarding the processing of personal data by Laguna?

Currently, such complaints can be directed to General Inspector of Personal Data Protection. However, we would like to point out that soon the competent supervisory authority in this matter might be President of the Office for Personal Data Protection..

How we will not process personal data?

Your personal data is not subject to automated processing (e.g. profiling), which causes legal effects for you or similarly significantly affects you, however, we use cookies, **Google Analytics** and other systems registering traffic on our websites (profiling for marketing purposes).