

– as applicable to vendors being natural persons – Article 13 GDPR

Dear Sirs,

In order to fulfil the information obligation on the part of the Society of Authors ZAiKS in terms of processing personal data, as provided for in the General Data Protection Regulation of the European Parliament and of the Council (EU) 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 (General Data Protection Regulation) and in relation to the entry into force of the Act of 15 June 2018 on the Collective Management of Copyright and Related Rights, below please find the information on the use of your personal data by the Society of Authors ZAiKS. The information is provided pursuant to Article 13 GDPR. We kindly request you to read the following information.

## **WHO IS THE CONTROLLER OF YOUR PERSONAL DATA?**

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The controller of your personal data is the Society of Authors ZAiKS, with its registered seat in Warsaw, at Hipoteczna 2, 00-092 Warsaw, entered into the register of associations, other social and professional organisations, foundations and public health care institutions kept by the Regional Court for the Capital City of Warsaw, the 12th Commercial Department of the National Court Register (KRS), KRS file number: KRS 0000037327, NIP 525-15-71-004, REGON – 000775184 (“ZAiKS”).

Data protection officer: Ewelina Zielska, e-mail at dane.osobowe@zaiKS.org.pl.

## **WHAT ARE THE OBJECTS OF PERSONAL DATA PROCESSING?**

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The following are the objects of processing personal data by ZAiKS:

1. performing the license agreement executed between you and ZAiKS, including specifically with the aim being to allow you to use the works in the manner specified in the license agreement, as well as to calculate and charge due and payable rights revenues,
2. monitoring of the manner of your using the works comprising the repertoire of ZAiKS,
3. issuing a VAT invoice in connection with the executed license agreement,
4. filing and defending claims.

## **WHAT ARE THE LEGAL GROUNDS FOR PERSONAL DATA PROCESSING?**

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ZAiKS will process your personal data on the basis of the following legal grounds:

1. with regard to the objects referred to in points 1, 2 and 4 hereinabove, the personal data are processed on the basis of the license agreement and ZAiKS’ legal obligation, provided for in Article 120.4 of the Act on Collective Management of Copyright and Related Rights,
2. with regard to the object referred to in point 3, the personal data are processed on the basis of an obligation determined under laws and regulations, i.e. tax obligation.

## **TO WHOM WILL ZAIKS DISCLOSE YOUR PERSONAL DATA?**

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ZAiKS may disclose your personal data to the following categories of entities:

1. law firms providing ZAiKS with legal services,
2. entities providing ZAiKS with accounting, auditing and debt collection services,
3. entities providing ZAiKS with IT support and programming services,
4. mail operators and the so-called courier firms, within extent that will prove necessary for these entities to provide ZAiKS with relevant services,
5. entities with whom ZAiKS has executed an agreement on entrusting with personal data processing.

We also inform that the scope of disclosure may differ depending on the recipient of personal data.

## **FOR WHAT TIME WILL THE PERSONAL DATA BE STORED?**

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The personal data will be stored for the entire term of the license agreement; and, after its termination, for the term of prescription of tax obligations or civil law claims, depending on which of these terms occurs later.

**DO I HAVE A RIGHT OF ACCESS TO MY PERSONAL DATA? CAN I CORRECT OR UPDATE THEM?**

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Yes, you do have a right of access, rectification, erasure, restriction of processing and transfer. In addition, the data subject may file an objection to having his personal data processed, based on relevant legal and actual grounds. The access to personal data may be acquired by:

- 1) electronic mail at: [dane.osobowe@zaiks.org.pl](mailto:dane.osobowe@zaiks.org.pl),
- 2) directly at a registered seat of ZAiKS or competent Regional Offices.

**MAY I LODGE A COMPLAINT IN CONNECTION WITH PROCESSING MY PERSONAL DATA?**

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Yes, the data subject may lodge a complaint with the supervisory authority, i.e. President of the Personal Data Protection Authority, Stawki 2, 00-193 Warsaw.

**IS THE DISCLOSURE OF PERSONAL DATA A CONTRACTUAL OR STATUTORY OBLIGATION? AM I OBLIGED TO DISCLOSE PERSONAL DATA AND WHAT ARE THE CONSEQUENCES OF A FAILURE TO DISCLOSE THE DATA?**

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Disclosing personal data by you constitutes a statutory and contractual obligation. Due to a failure to disclose personal data, ZAiKS will not be able to perform the license agreement and issue a VAT invoice.