

## **INFORMATION REGARDING THE PROCESSING OF YOUR PERSONAL DATA - CONTACT FORM**

### **Who is your data controller?**

The controller, i.e. an entity that decides how your personal data will be used in the marketing activities of YAREAL POLSKA group is YAREAL Polska spółka z ograniczoną odpowiedzialnością with its registered office in Warsaw (ul. Giełdowa 1, 01-211 Warszawa) (hereinafter referred to as „We”, „Yareal” or „the Company”).

### **How to contact the controller?**

You can contact the controller by email to [residential@yareal.com](mailto:residential@yareal.com), and you can withdraw your consent to the processing of your personal data for marketing and promotional purposes as soon as possible. Alternatively you can contact us in person in the controller's registered office or at one of our sales offices.

### **Contact with YAREAL POLSKA group's data protection officer.**

If you have any questions about the processing and protection of your personal data, you can contact YAREAL POLSKA group's data protection officer by email: [iod@yareal.com](mailto:iod@yareal.com).

### **Where did we get your data from?**

You provided it by filling in a contact form on our website ([www.vareal.pl](http://www.vareal.pl)), or on paper when you visited our sales office, during trade fairs where we presented our offer or when contacting our sales representative.

You may also have used a widget on our website to order a phone call.

### **What is the purpose and legal basis for processing your personal data by YAREAL POLSKA?**

1. We process your personal data **on the basis of your consent** (Article 6(1)(a) of the GDPR) to receive and handle your request for quotation, which you have given by filling in and submitting a contact form in which you specified projects you are interested in, and to carry out marketing activities involving sending you full information about our activities, i.e. new and planned projects and offers to sell premises of all our projects.

You can withdraw your consent at any time. If applicable, you can use the unsubscribe option included in all our email communication containing a sales proposal sent based on your marketing consent. If there is no such link in a sales proposal that has been sent, you can withdraw your consent by sending an email to [residential@yareal.com](mailto:residential@yareal.com). You can also do it in person at our premises, or in our sales office, or when contacting our sales representative.

Remember that withdrawal of consent will have effect only in the future - we will no longer process your data for marketing purposes, but the processing that took place before such withdrawal will be justified.

### Are you obliged to provide your personal data to us?

Providing your personal data (name and email address) is voluntary, however it is necessary for us to respond to your request and provide you with our quotation. In addition, you can give us your phone number. This will make it easier for us to contact you.

### What are your rights in relation to the processing of your personal data?

In accordance with data protection legislation, you have the right of access, rectification and erasure of your data, restriction of its processing, the right to data portability, the right not to be subject to automated decision-making, including profiling, and the right to object to the processing of your personal data. You also have the right to lodge a complaint with a supervisory authority (President of the Personal Data Protection Office).

RIGHT TO	WHEN?
<p>ACCESS TO PERSONAL DATA INCLUDING OBTAINING A COPY OF PERSONAL DATA (Article 15 of the GDPR)</p>	<p>You can exercise it at any time.</p> <p>Remember that if you request further copies of your data, the controller may charge a fee based on administrative costs (Article 15(3) of the GDPR).</p>
<p>RECTIFICATION (Article 16 of the GDPR)</p>	<p>Whenever you notice that your data is incorrect or incomplete (Article 16 of the GDPR).</p>
<p>ERASURE <i>"RIGHT TO BE FORGOTTEN"</i> (Article 17 of the GDPR)</p>	<p>You can request this from the controller when:</p> <ul style="list-style-type: none"> <li>• the personal data are no longer necessary in relation to the purposes for which they were collected;</li> <li>• you have withdrawn your consent on which the processing was based;</li> <li>• you object to the processing and there are no overriding legitimate grounds of the controller;</li> <li>• the processing is unlawful;</li> <li>• there is a legal obligation to erase your data.</li> </ul>
<p>RESTRICTION OF PROCESSING (Article 18 of the GDPR)</p>	<p>You can request this from the controller when:</p> <ul style="list-style-type: none"> <li>• you notice that your data is inaccurate;</li> <li>• you object to the processing;</li> </ul> <p>- you may request restriction of processing of your personal data for a period enabling us to verify the accuracy of the data;</p>

	<ul style="list-style-type: none"> <li>the processing is unlawful and you oppose the erasure of the personal data;</li> <li>the purpose of the processing has been achieved by the controller, but they are required by you for the establishment, exercise or defence of legal claims;</li> </ul> <p>- the data is stored until you request to have it erased.</p>
DATA PORTABILITY (Article 20 of the GDPR)	<p>You can request this at any time.</p> <p>You receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable form. We will transmit your data in this form to another controller of your choice, where technically feasible.</p>
NOT TO BE SUBJECT TO AUTOMATED DECISION-MAKING (Article 22 of the GDPR)	<p>This right does not apply because the automated processing of your personal data (including profiling) does not produce legal effects concerning you nor does it similarly significantly affect you.</p>
A COMPLAINT WITH A SUPERVISORY AUTHORITY (Article 15(1)(f) of the GDPR)	<p>At any time you believe that your data is being processed unlawfully.</p>

### **Where can you lodge a complaint related to the processing of your personal data?**

You have the right to lodge a complaint related to the processing of your personal data by us with a supervisory authority, which is the President of the Personal Data Protection Office (address: Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa).

### **How long do we keep your personal data for?**

We keep your personal data for marketing purposes until you object to such processing or withdraw your consent (whichever is the earlier).

### **Who do we share your personal data with?**

We share your data with our email marketing service provider, through which we send you information about our current activities. As part of this service you can unsubscribe from our newsletter. In addition, your data is shared with both our IT supplier who has developed software for us to manage our customer database and also with the person that manages our website.

All processors that process your personal data for us are required to provide appropriate technical and organisational measures to ensure the protection of your personal data. The processors that process your personal data for us may only process it only on our documented instructions and for the purposes indicated by us.

**Do we process your personal data automatically (including through profiling) in a way that affects your rights?**

Your data will be processed by automated means (including by using IT software to manage the database of our customers); as a result of such processing you will not be subject to any decisions that have legal, financial or other similar consequences. Such processing may include, for example, the creation of appropriate categories of our customers and presenting them with offers based on their interest (based on *for example, floorage, neighbouring area, type of premises they are interested in*).