

RIGP PRIVACY POLICY

The Regional Chamber of Commerce of Pomerania, hereinafter referred to as RIGP as the Personal Data Administrator, presents below the rules on which it processes personal data collected as part of its activities, including data of users of websites operated by RIGP.

1. In all matters related to the processing of personal data, you can contact RIGP by e-mail: **biuro@rigp.pl**.
2. RIGP processes personal data under 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 (General Data Protection Regulation), hereinafter: GDPR.
3. RIGP processes personal data for the following purposes and on the following grounds:
 - a) **sending the newsletter**: personal data (e-mail address) are processed on the basis of the consent expressed when completing the subscription form for the newsletter (the basis for processing is Article 6 (1) (a) of the GDPR),
 - b) **correspondence, communication**: personal data (name and surname, e-mail address, telephone number) sent by the contact form on the website or by e-mail are processed in order to communicate with people who want to contact RIGP (the basis for processing is art.6 par.1 point f GDPR).
 - c) **services for RIGP members / candidates for RIGP members**: personal data of members /candidates for RIGP members are processed in order to handle membership matters, provide a member account on the website, i.e. in order to conclude and perform a contract regarding membership in RIGP (the basis for processing is Art. 6 (1) (b) of the GDPR)
 - d) **cooperation with specialists, RIGP experts**: personal data of specialists or experts cooperating with RIGP are processed on the basis of the consent of the interested parties (the basis for processing is Article 6 (1) (a) of the GDPR) or for the purpose of concluding and implementing a cooperation agreement (the basis for processing is Article 6 (1) (b) of the GDPR).
 - e) **handling events organized by RIGP**: personal data are processed in order to conclude and perform the contract for participation in events organized by RIGP (the basis for processing is Article 6 (1) (b) of the GDPR)
 - f) **services for project participants / project candidates implemented by RIGP**: personal data are processed for the purpose of concluding and implementing contracts for participation in projects implemented by RIGP (the basis for processing is Article 6 (1) (b) of the GDPR)
 - g) **fulfillment of obligations under the law**: data of contractors, RIGP associates may be processed for the purpose of fulfilling legal obligations, i.e. in particular tax, accounting, etc. (the basis for processing is Article 6 (1) (c) of the GDPR)
 - h) **marketing activities and improving services**: cookies and data of website users (statistical data such as the time of using the website) are processed in order to improve the quality of the website and services provided by RIGP, i.e. to implement a legitimate interest RIGP (the basis for processing is Article 6 (1) (f) of the GDPR).
4. If RIGP processes your data, you have the following rights:
 - a) **Access** to personal data (you can contact RIGP at any time to ask if and what kind of your data is being processed),
 - b) **Correction** of personal data (if the data processed by RIGP is incorrect),
 - c) **Deletion** of personal data (GDPR specifies situations in which you may request the deletion of personal data, and RIGP is obliged to immediately comply with such request; this applies, among others, when: (A) your personal data is no longer necessary for the purposes for which it was collected, (B) you have withdrawn your prior consent to the processing of

- personal data, (C) you have claimed an effective objection to the processing of data, (D) the data is processed unlawfully),
- d) **Limitation of the processing of personal data** (in the event of questioning the correctness of data and the legality or necessity of their processing and raising an objection),
 - e) **Transfer of personal data** processed on the basis of consent or on the basis of a contract (provided that they are processed in an automated manner),
 - f) **Objection** to data processing (only if the data is processed on the basis of the legitimate interest of RIGP),
 - g) **Withdrawal of consent** to the processing of personal data, if RIGP processes data on this basis (e.g. for the sending of a newsletter). Withdrawal of consent, however, will not affect the lawfulness of the processing that took place earlier, i.e. before its withdrawal.
 - h) **Complaint** to the President of the Personal Data Protection Office - if you believe that the processing of personal data by RIGP violates the GDPR.
5. It is not necessary to provide personal data. However, failure to provide personal data may make it impossible to use the services / cooperation for which the provision of certain data is necessary.
 6. RIGP processes personal data for the period necessary to achieve the purposes for which certain data are processed:
 - a. Personal data processed on the basis of consent will be processed until the consent is withdrawn or until the service for which the consent was given is liquidated (e.g. newsletter services),
 - b. Personal data processed in connection with your membership in RIGP will be processed for a period of up to 3 years from the end of this membership in the RIGP, and the data entered into the account on the website - until the account is deleted,
 - c. Personal data processed on the basis of contracts will be processed for the duration of the contracts and for 6 years from the date of their termination.
 7. The recipients of personal data processed by RIGP are:
 - a. data processed in order to conclude and perform the contract are transferred to employees, associates and entities cooperating with RIGP,
 - b. personal data of participants of projects implemented by RIGP are transferred to the institutions that grant funding for these projects,
 - c. the newsletter is sent via the MailChimp (USA) internet platform, so the data will be saved in the MailChimp system database and stored on a server located in the USA, maintaining the level of data protection required by the GDPR.
 - d. data processed in IT systems may be transferred to data processors outside the territory of the European Union (Google, Facebook. Microsoft Corporation)
 8. RIGP does not make any automated decisions. RIGP does not use profiling.
 9. RIGP websites use "cookies" (which are short text informations saved on the website user's device), about which users of these websites are informed after switching on the website. The use of these files takes place on the following principles:
 - a. The processing of data stored in cookies is based on the acceptance expressed by the user after switching on the website.
 - b. Cookies can be read by RIGP, as well as by systems belonging to other entities whose services RIGP uses (e.g. Facebook, Google), and which entities process this information on their own terms.
 - c. Cookies do not allow the collection of any personal data, address or other confidential information from the user's device.
 - d. Cookies are used for purposes such as: ensuring the security of services, improving website performance, registering visits for marketing and statistical purposes, using social functions, supporting website personalization (e.g. saving language settings).
 - e. By default, web browsers allow the use of cookies on the device. Each user can change browser settings on their own device.