

## Information on the processing of personal data by NOVAGO Sp. z o. o.

The personal data Controller is NOVAGO Sp. z o.o. with its registered office in Mława, ul. Grzebskiego 10, e-mail: novago@novago.pl (hereinafter referred to as the "Company"). The provided personal data will be processed for the purpose of contacting you pursuant to Article 6(1)(f) of 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 and the Personal Data Protection Act of 10 May 2018 (hereinafter referred to as "Regulations"). The Controller may be contacted in all matters pertaining to the processing of personal data and the exercise of the rights related to data processing.

We process data provided while filling in the contact form intended for entering personal data, which is placed on our website. The provided data will be processed for contact or identification purposes, or for the purpose of performing the agreement which might be concluded.

The data provided through the contact form will be processed for the period of time necessary for contact purposes or until the time a valid objection has been submitted – depending on whichever is earlier. The data processed in connection with pursuance of claims, if any, will be processed for the period of 3 years of the termination of the agreement, and for the purpose of settlements will be processed for the period of 6 years of the end of the financial year in which the last accounting document was issued. Personal data may be disclosed to the Company's employees or associates and entities outsourced by the Company to provide services, however such entities process data on the basis of an agreement with the Company and only in accordance with the Company's instructions.

In connection with the processing of your personal data the Controller will not take any automated decisions with regard to you, including decisions resulting from profiling. You have the right to access your data and correct, delete, limit the processing, the right to move the data or to object to their processing. The data subject has the right to lodge a complaint to the President of the Personal Data Protection Authority if they conclude that the personal data processing breaches the provisions of the Regulations. The provision of the contact data is voluntary but necessary to facilitate the contacts with you.