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PRELIMINARY INFORMATION

Respecting the right to privacy, DS Stream sp. z o.o. with its registered office in Warsaw (03-840) at ul. Grochowska 306/308 (hereinafter referred to as: "Controller") processes your personal data in accordance with national and European laws.

The Controller ensures the security of personal data, i.e. its confidentiality, availability, integrity, as well as accountability of his activities. In order to make our processing transparent to you, within the framework of this privacy policy we provide you with the most important information regarding the processing of personal data by the Controller on the basis 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 (General Data Protection Regulation, hereinafter referred to as: "GDPR").

DATA CONTROLLER

The Controller, i.e. the entity deciding about the purposes and means of processing personal data is DS Stream sp. z o.o. with registered office in Warsaw (03-840) at ul. Grochowska 306/308. For matters relating to the processing of your personal data, you can also contact us by email at the following email address: hello@dsstream.com

OBTAINING DATA AND PURPOSE OF PROCESSING THEREOF

Depending on your relationship with us, in carrying out our business functions we process personal data for different purposes and scopes:

1. Family members and accompanying persons of employees and associates of the Controller

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data
To enable you to participate in social benefits, i.e. to notify and confirm your entitlement to a	Your personal data will be stored for the period necessary for the	If your personal data have not been obtained directly from you, they have been provided to us by our employee or associate. Your

<p>social benefit (Article 6(1)(c) and Article 9(2)(b) of the GDPR),</p> <p>to exercise your rights in the field of the labour law, social security and social protection, and to comply with related legal obligations incumbent on the Controller (Article 6(1)(c) and Article 9(2)(b) of the GDPR),</p> <p>if you have been designated as the contact person in the event of an accident - to inform you of the emergency (Article 6(1)(f) of the GDPR),</p> <p>for billing, accounting and financial reporting purposes (Article 6(1)(c) and (f) of the GDPR),</p> <p>to comply with other legal obligations (Article 6(1)(c) of the GDPR),</p> <p>for purposes indicated in the consents to the processing of personal data - if such consents were given (Article 6(1)(a) of the GDPR, Article 9(2)(a) of the GDPR).</p> <p>And also in connection with the pursuit of other legitimate interests of the Controller (Article 6(1)(f) of the GDPR):</p> <p>for the purpose of establishing, pursuing and defending claims,</p> <p>for statistical purposes related to improving the efficiency of our work, the quality of our services</p>	<p>purpose for which they were collected, until you withdraw your consent (if you have given it), for the period required by law or until the expiry of the limitation periods for claims - whichever is longer.</p>	<p>personal data are processed to the extent corresponding to the purposes indicated above. Typical data required for these purposes are the first and last name, date of birth, address, and PESEL number. For Social Security, a broader range of data is required: TIN, document series and number, gender, nationality, family name, period of work under special conditions or in a special capacity, kinship/cousinship degree code, disability degree code.</p>
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and adapting them to our customers.		
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2. Visitors

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data
<p>To ensure the safety of persons on the organization's premises and to protect property (Article 6(1)(f) of the GDPR), and:</p> <p>for the purpose of establishing, pursuing and defending claims (Article 6(1)(f) of the GDPR);</p> <p>to perform a contract with a Customer or Contractor (Article 6(1)(b) of the GDPR - if you are a party to the contract; Article 6(1)(f) of the GDPR - if you are a person working with us on behalf of a Customer or Contractor);</p> <p>to comply with legal obligations (Article 6(1)(c) of the GDPR).</p>	<p>Your personal data, including video surveillance recordings, will be stored for up to three months, and if necessary to establish, pursue or defend claims - until the claims are finally settled or the statute of limitations expires.</p>	<p>As a general rule, we process the data you provide. If you did not provide us with your data, the source of the data is the person who reported your visit to us.</p>

3. Candidates for employment or cooperation

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data
<p>In order to take the steps necessary to conclude a contract,</p>	<p>Your personal data will be processed for 3 months and,</p>	<p>As a general rule, your personal data are not obtained in any manner other than from you.</p>

<p>at your request (Article 6(1)(b) of the GDPR),</p> <p>in the scope resulting from legal regulations, in particular the Labour Code - on the basis of Article 6(1)(c) of the GDPR, in order to carry out the recruitment process,</p> <p>if the Candidate provides data other than those required by law - on the basis of his/her consent, in order to carry out the recruitment process (Article 6(1)(a) of the GDPR, and if special categories of data are provided, also Article 9(2)(a) of the GDPR),</p> <p>to pursue the legitimate interest of the Controller in establishing, pursuing or defending against claims (Article 6(1)(f) of the GDPR and, if special categories of data have been made available, also Article 9(2)(f) of the GDPR),</p> <p>where additional consent is given, for consideration for future recruitment (Article 6(1)(a) of the GDPR).</p> <p>where additional consent is given, to contact the persons indicated by the candidate as persons providing references (Article 6(1)(a) of the GDPR),</p> <p>NOTE: the provision of information by a candidate that exceeds the minimum scope of data regulated by the labour law is a clear act of consent to the</p>	<p>if you have given your consent to participate in further recruitments, until you withdraw it [optionally: until the end of the calendar year following the year in which you gave your consent]. In the event you are reasonably aware of the possibility of claims, your personal data will also be kept until the expiration of the limitation periods.</p>	<p>Exceptionally, in case of your prior consent, personal data have been provided to us by entities specializing in recruitment, as part of a referral system or by persons providing references. The categories of personal data collected are first name, last name, contact information, educational information, employment history, and other data you provide in your application documents, and in case of references, it is typically data about the candidate's performance with a previous employer.</p>
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<p>processing of these data for recruitment purposes under Article 6(1)(a) of the GDPR. Provision thereof does not affect the ability to participate in the recruitment process.</p> <p>Pursuant to Article 221 of the Labour Code: “§ 1. An employer shall request an applicant for employment to provide personal data including: 1) first name(s) and last name; 2) date of birth; 3) contact information provided by that person; 4) education; 5) professional qualifications; 6) employment history. § 2. An employer shall request the provision of the personal data referred to in § 1 (4) to (6) when this is necessary to perform work of a specific kind or on a specific position.” This is the extent of personal data required by default - the obligation to provide other data may result from specific legal regulations.</p>		
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4. Customers and persons designated to perform the contract

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data.
In order to perform a contract with the Customer or to take action before concluding a contract, at the request of the Customer, expressed in any way, such as by filling out a contact	Your personal data will be stored until the expiry of the statute of limitations for claims arising from	The personal data have been obtained from you, from the Customer or from a person working with us on behalf of the Customer. We obtain personal data to the extent necessary to

<p>form on the website (Article 6(1)(b) of the GDPR - if you are a Customer; Article 6(1)(f) of the GDPR - if you are a person acting for or on behalf of the Customer),</p> <p>for billing, accounting and financial reporting purposes (Article 6(1)(c) and (f) of the GDPR),</p> <p>to comply with legal obligations (Article 6(1)(c) of the GDPR),</p> <p>for purposes indicated in the consents to the processing of personal data - if such consents were given (Article 6(1)(a) of the GDPR). Note: Providing data other than those requested by the Controller, or data marked as optional, is a clear act of consent to the processing of personal data for the purposes for which they were provided.</p> <p>And also in connection with the pursuit of legitimate interests of the Controller (Article 6(1)(f) of the GDPR):</p> <p>for the purpose of establishing, pursuing and defending claims,</p> <p>for statistical purposes related to improving the efficiency of our work, the quality of our services and adapting them to our customers.</p>	<p>the contract with the Customer.</p>	<p>conclude and perform the contract, and most often these are: first name, last name, postal address, e-mail address, telephone number, order data and invoice data. If the contract is concluded in writing, we also process your PESEL number or personal ID card number. In case of electronic transaction processing - also login, password and purchase and activity histories.</p>
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5. Contractors, suppliers and persons designated to perform the contract

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data.
<p>To perform a contract with the Contractor or to take pre-contractual action at the request of the Contractor (Article 6(1)(b) of the GDPR - if you are the Contractor; Article 6(1)(f) of the GDPR - if you are a person acting for or on behalf of the Contractor),</p> <p>for billing, accounting and financial reporting purposes (Article 6(1)(c) and (f) of the GDPR),</p> <p>to comply with other legal obligations (Article 6(1)(c) of the GDPR),</p> <p>And also in connection with the pursuit of other legitimate interests of the Controller (Article 6(1)(f) of the GDPR):</p> <p>for the purpose of establishing, pursuing and defending claims,</p> <p>for statistical purposes related to improving the efficiency of our work, the quality of our services and adapting them to our customers.</p>	<p>Your personal data will be stored for the period required by law or until the expiry of the statute of limitations for claims arising from the contract with the Contractor - whichever period is longer.</p>	<p>As a general rule, we process the data you provide. If you did not provide us with your data, we obtained them from our Contractor or from a person acting for or on behalf of our Contractor. We obtain personal data to the extent necessary to conclude and perform the contract, and most often these are: first name, last name, postal address, e-mail address, telephone number, order data and invoice data. If the contract is concluded in writing, we also process your PESEL number or personal ID card number. In case of cooperation in the computer system - also login, password and history of cooperation.</p>

6. Correspondent

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data.
<p>In order to maintain correspondence and ensure the circulation and archiving of documents, which is a legitimate interest of the Controller (Article 6(1)(f) of the GDPR). Information about the purpose of processing of the data contained in the content of the correspondence and the related legal basis is provided in other parts of the information clause (depending on what the correspondence concerns).</p>	<p>As a rule, data are processed for the periods indicated by the law, and if no such periods are indicated for specific documents, for the time when their storage falls within the legitimate purpose of the Controller regulated by the time of possible redress. However, the period for which the data constituting the content of the correspondence are stored depends on the purpose of the data processing to which the correspondence relates (if there are different periods for deletion of data, information on this is provided in a separate</p>	<p>As a general rule, we process the data you provide.</p>

	information clause).	
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7. Employees and co-workers

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data.
<p>For the purpose of performing the employment contract (Article 6(1)(b) of the GDPR),</p> <p>for billing, accounting and financial reporting purposes (Article 6(1)(c) and (f) of the GDPR),</p> <p>to exercise your rights in the field of the labour law, social security and social protection (Article 6(1)(c) and Article 9(2)(b) of the GDPR),</p> <p>to fulfil the Controller's obligations arising from the law - in particular the labour law, which also means obligations towards the Social Insurance Institution (ZUS), the Tax Office or the National Health Fund, health and safety at work obligations, settlement of all receivables, archiving of personal files (Article 6(1)(c) and Article 9(2)(b) of the GDPR),</p> <p>for purposes indicated in the consents to the processing of personal data - if such consents were given (Article 6(1)(a) of the</p>	<p>Your data will be stored:</p> <p>for a period of 10 years from the end of the calendar year in which the employment relationship ceased/was terminated, if it was established no earlier than 01.01.2019,</p> <p>for a period of 50 years from the end of the calendar year in which the employment relationship ceased/was terminated, if it was established earlier than 01.01.2019,</p> <p>in case of concluding a cooperation agreement/contract of mandate/contract</p>	<p>As a general rule, we process the data you provide.</p>

<p>GDPR, Article 9(2)(a) of the GDPR).</p> <p>And also in connection with the pursuit of legitimate interests of the Controller (Article 6(1)(f) of the GDPR):</p> <p>to ensure that work is organized to fully utilize working time, to control production, and to ensure proper use of work tools provided to the employee, including company cars,</p> <p>to ensure the safety of individuals on the organization's premises and to protect property (including through the use of video surveillance, access control measures, and email monitoring),</p> <p>to organize community events and initiatives - if you wish to participate,</p> <p>to perform contracts with the organization's customers, contractors and suppliers,</p> <p>for the purpose of establishing, pursuing and defending claims,</p> <p>for the purpose of marketing products and services of the Controller and his partners - if it results from the legal relationship with the employee, e.g. from the content of the permission to process data in the form of an image granted under copyright law,</p>	<p>for specific work - until the expiry of the limitation period for claims under the agreement or expiration of data storage obligations arising from the law, in particular the storage of accounting documents,</p> <p>until the date of lodging a justified objection or withdrawing consent, where the basis for the processing of personal data is the legitimate interest of the controller or the voluntary consent of the data subject,</p> <p>video surveillance recordings will be stored for up to three months, and if necessary to establish, pursue or defend claims - until the claims are finally settled or the statute of limitations expires.</p>	
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for statistical purposes related to improving the efficiency of our work, the quality of our services and adapting them to our customers.		
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8. Newsletter subscribers and recipients of marketing campaigns

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data
<p>In order to: fulfil the legitimate interest of the Controller (Article 6(1)(f) of the GDPR), consisting in the marketing of the Controller’s own products and services and, in case of explicit consent, also the products and services of companies cooperating with the Controller (Article 6(1)(a) of the GDPR), using the following forms of communication:</p> <p>newsletter mailing,</p> <p>voice calls (phone marketing),</p> <p>sending out commercial information (e-mails),</p> <p>sending out commercial information (text messages),</p> <p>sending promotional materials by regular mail.</p> <p>for purposes indicated in the consents to the processing of personal data - if such consents</p>	<p>Your personal data will be stored until you withdraw your consent or object, i.e. show us in any way that you do not wish to be contacted and informed about our activities. After withdrawal of consent or objection, personal data may be retained for the purpose of demonstrating the correctness of compliance with legal obligations incumbent on the Controller and related claims.</p>	<p>If we did not obtain the personal data directly from you, the source is the entity that had your consent to provide it to the Controller, or another valid legal basis. In this case, the personal data obtained includes data necessary for the type of marketing activities (typically first and last name, email address, telephone number and/or mailing address).</p>

<p>were given (Article 6(1)(a) of the GDPR).</p> <p>to comply with legal obligations in particular the Telecommunications Law and the Act on Provision of Electronic Services (Article 6(1)(c) of the GDPR).</p> <p>Also in connection with the pursuit of other legitimate interests of the Controller (Article 6(1)(f) of the GDPR):</p> <p>for the purpose of establishing, pursuing and defending claims,</p> <p>for statistical purposes related to improving the efficiency of our work, the quality of our services and adapting them to our customers.</p>		
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9. Associates

Purpose of processing and legal basis	Data retention period	If collecting data in a manner other than from you - the source of the data and the categories of personal data
<p>For the purpose of performing the contract linking you with the Controller (Article 6(1)(b) of the GDPR),</p> <p>for billing, accounting and financial reporting purposes (Article 6(1)(c) and (f) of the GDPR),</p>	<p>Your personal data will be stored until the expiry of the statute of limitations for claims arising from the contract between you and the contract's Controller.</p>	<p>As a general rule, we process the data you provide.</p>

<p>to comply with other legal obligations (Article 6(1)(c) and Article 9(2)(b) of the GDPR),</p> <p>for purposes indicated in the consents to the processing of personal data - if such consents were given (Article 6(1)(a) of the GDPR, and in case of special category data, also Article 9(2)(a) of the GDPR).</p> <p>And also in connection with the pursuit of legitimate interests of the Controller (Article 6(1)(f) of the GDPR):</p> <p>to ensure that cooperation is organized to fully utilize working time, to control production, and to ensure proper use of work tools provided, including company cars,</p> <p>to ensure the safety of persons on the organization's premises and to protect property,</p> <p>to organize community events and initiatives - if you wish to participate,</p> <p>to perform contracts with the organization's customers, contractors and suppliers,</p> <p>for the purpose of establishing, pursuing and defending claims,</p> <p>for the purpose of marketing products and services of the Controller and his partners - if it results from the legal relationship with the associate, e.g. from the</p>		
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<p>content of the permission granted under copyright law.</p> <p>for statistical purposes related to improving the efficiency of our work, the quality of our services and adapting them to our customers.</p>		
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DATA RECIPIENTS

In connection with its operations, DS Stream will disclose your personal data to the following entities:

- a) state authorities or other entities authorized under the law - if this is necessary for the implementation of legal obligations,
- b) entities supporting us in our activities on our behalf, in particular: suppliers of external ICT systems supporting our activities, subcontractors, entities auditing our activities or experts, whereby such entities will process data on the basis of a contract with the Controller and only in accordance with his instructions,
- c) entities providing accounting, HR or legal services - to the extent necessary to ensure performance of legal obligations or to establish, pursue and defend claims,
- d) companies that dispose of or archive documents and other media - to the extent that data are stored in hard copy or on such media,
- e) courier and postal service providers - in case of correspondence,
- f) medical facilities - in case of referral for occupational health examination or other circumstances requiring their participation,
- g) the organization's customers - if necessary to serve them,
- h) banks, insurance companies, and other financial and payment institutions - when settlement is required,
- i) companies that provide security services, access control and monitoring of the use of work tools,
- j) companies that conduct marketing activities,

- k) training providers,
- l) hotels and transportation companies.

RIGHTS WITH RESPECT TO DATA PROCESSING

Every person whose data are processed by the Controller has the right to:

- a) access their personal data,
- b) rectify their personal data,
- c) have their personal data deleted,
- d) restrict the processing of their personal data,
- e) object to the processing of your personal data (pursuant to Article 21(1) of the GDPR, when submitting an objection, you should indicate the reasons for the objection related to your specific situation),
- f) transfer their personal data.

More information about data subjects' rights is available in the text of Articles 12-23 of the GDPR, the text of which can be found at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32016R0679>

Moreover, you have the right to lodge a complaint with the supervisory authority, that is: The President of the Personal Data Protection Office, more info at: <https://uodo.gov.pl/pl/p/skargi>.

VOLUNTARY PROVISION OF DATA

Provision of data is necessary for the conclusion of contracts and settlement of business operations and for the fulfilment of legal requirements by the Controller. In the remaining scope (in particular, in order for the Controller to process data for marketing purposes), provision of data is voluntary.

DATA TRANSFER TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS

The data will be processed in the European Economic Area, i.e. as a general rule we do not transfer data to third countries. However, a transfer to a third country may occur in specific situations, in particular when the transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the request of the data subject, as well as when the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person.

PROCESSING OF PERSONAL DATA BY AUTOMATED MEANS

If your data will be subject to automated decision-making resulting in legal effects or similarly significant impacts, such decision-making will be carried out in accordance with the terms of the regulations, contract or consent clause, which we request in a separate statement.