

INFORMATION REGARDING PERSONAL DATA PROCESSING – CONTACT FORM

Pursuant to Article 13(1) and (2) of 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), we inform you about the principles of processing your personal data and your related rights:

DATA CONTROLLER

Lubelskie Centrum Konferencyjne in Lublin, located at Artura Grottgera 2, 20-029 Lublin, phone: +48 81 718 09 00, email: lck@lck.lubelskie.pl, represented by the Director.

DATA PROTECTION OFFICER

For matters concerning the processing of personal data and exercising rights related to data processing, you may contact the Data Protection Officer via email at iodo@lck.lubelskie.pl or by mail to Artura Grottgera 2, 20-029 Lublin, with the note "Data Protection Officer."

CATEGORIES OF DATA PROCESSED

We process, among others, the following types of personal data: name, surname, phone number, email address, and other data that you provide when filling out the contact form and further communication regarding your inquiry. Additionally, we may automatically collect technical data related to the user's visit to our services (e.g., IP address, domain name, browser type, operating system type, etc.).

PURPOSE AND LEGAL BASIS OF DATA PROCESSING

1. Article 6(1)(a) and (b) of the GDPR – responding to messages sent via the contact form, i.e., taking actions at the request of the data subject before entering into a contract;
2. Article 6(1)(b) of the GDPR – execution of concluded contracts;
3. Article 6(1)(f) of the GDPR – legitimate interests of the Data Controller, including providing details of an offer in response to an inquiry, establishing, defending, and pursuing claims, as well as creating summaries, analyses, and statistics for the internal needs of the Data Controller;
4. Article 6(1)(a) of the GDPR – in other cases, personal data will be processed solely based on prior consent, within the scope and purpose specified in the consent.

DATA RECIPIENTS

Public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for purposes resulting from generally applicable law.

Additionally, the recipients of personal data will include entities providing support and service for LCK, including the Lubelskie Centre for Innovation and Technology and entities providing services to the Lubelskie Conference Centre in Lublin (in particular, legal offices, postal operators and couriers, IT system providers, and service providers).

DATA RETENTION PERIOD

Personal data will be stored for the period necessary to achieve the purpose for which they were collected or until the withdrawal of the consent granted regarding the communication channels for which the consent is withdrawn. Afterward, they will be stored for the period of limitation of claims and criminal acts and in accordance with the archival regulations in force at LCK. The Data Controller may store personal data for a longer period only if another legal basis for processing personal data exists under Article 6(1) of the GDPR.

DATA SUBJECT RIGHTS

1. Request access to your personal data from the Data Controller;
2. Request rectification of incorrect data;
3. Request deletion of data when they are no longer necessary for the purposes for which they were collected;
4. Request restriction of processing;
5. Object to processing;
6. Right to data portability;
7. If personal data is processed solely based on consent, you have the right to withdraw this consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. Consent withdrawal can be sent to iodo@lck.lubelskie.pl.

RIGHT TO LODGE A COMPLAINT

You have the right to lodge a complaint with the President of the Office for Personal Data Protection, based in Warsaw, at ul. Stawki 2, if you believe that the processing of your data violates GDPR regulations.

SOURCE OF DATA

Your personal data is collected directly from you when you fill out the contact form, consent to receive a response to a message sent via the contact form at the provided email address, consent to contact via telecommunications terminal equipment (e.g., phone), or use our service.

Providing personal data is mandatory if the legal basis for data processing is a legal provision or a contract concluded between the parties. If processing is based on consent, providing personal data to the Data Controller is voluntary. However, failure to provide the data will result in the inability to achieve the processing purpose.

GUARANTEES

Data will not be subject to automated decision-making, including profiling, and will not be transferred to a third country or an international organization.