

**Information clause**  
regarding personal data processing

**Contractors**

Based on Article. 13 section 1 of Resolution of the European Parliament and Council (EU) no. 2016/679 from April 27th, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (general regulation on data protection), hereinafter referred to as the GDPR, I inform you that:

The administrator of your personal data is:	British International School PL Sp. z o. o., Jagiellońska 46, 80-366 Gdańsk
Personal data inspector's contact details:	Marcin Wowk iod.bisg@grupaformat.pl
Your personal data will be processed in order to:	Fulfil the contractual obligations.
The basis for processing personal data is:	Accounting Act from 29 September 1994 (Journal of Laws from 2019, item 351)/ signed contract.
Information on the data transfer to other entities:	Your data is not transferred to other entities not mentioned by law. Your data is not transferred to international organizations or other countries.
Period of storing the personal data:	5 years after preparation of the financial statements.
You have right to:	<ol style="list-style-type: none"><li>1. request access to the content of your personal data and possibility to rectify it,</li><li>2. delete or limit processing of said data,</li><li>3. object to the processing of the data,</li><li>4. data portability,</li><li>5. lodge a complaint with the supervising authorities.</li></ol>
Your personal data is:	Retrieved in accordance with the Accounting Act of September 29, 1994 (Journal of Laws of 2019, item 351). Failure to provide data results in the inability to fulfill the contractual obligations.
Your personal data:	Will not be processed in an automated manner nor will be subject to profiling.