

## Fair processing notice – How we use personal information

### 1. Who we are

When we refer “we”, “us” and “our” in this notice it means SEZAM, Mostki 100R, 28-200 Staszow, Poland.

When we say, “individuals” in this notice, we mean anyone whose posted information we may collect, including:

- Anyone placing an order and providing personal details for delivery purposes.
- Customer information
- Anyone placing an order as a gift and providing personal that is receiving the gift with their details for delivery purposes.

### 2. How we use personal information

We use personal information in the following ways:

- To provide quotes for orders
- To administer third party claims and prevent financial crime to meet our legal needs of our business
- To send marketing information about our products and services if we have received specific consent.

There is no obligation to provide us with personal information, but we cannot provide our products and services without it.

Anyone whose personal information we hold has the right to object to us using it. They can do this at anytime by telling us and we will consider the request and either stop using their personal information or explain why we are not able to. Further details can be found below.

### 3. Automated decision making, including profiling

We may use automated decision making, and profiling to assess you are authentic. Anyone subject to an automated decision has the right to object to it. To do so they should contact us by emailing us at [shop@euro-sezam.com](mailto:shop@euro-sezam.com) and we will review the decision.

### 4. The personal information we collect

We collect the following types of personal information so we can complete the activities in section 2, “how we use personal information”:

- Basic personal details such as name, age, address and gender
- Financial details such as direct debit or payment card information
- Medical information if relevant to order
- Further information such as family if relevant to order

### 5. Where we collect personal information

Direct from individuals, their representatives or information they have made public, for example, on social media

From other persons or organisations for example:

- Financial companies such as banks or PayPal

## 6. Sharing personal information

We may share personal information with:

- Credit and fraud prevention
- Our approved suppliers to help deal with claims for damage or loss of orders
- Prospective buyer in the event that we wish to sell all or part of our business.

## 7. Transferring personal information outside of the Poland

We do not store information on servers located outside of the Poland, but we may pass your information to entities that do. We will ensure that, if those organisations use servers located outside of the Poland (for example, within the European Union), that those servers are protected by laws equivalent to those in the Poland.

## 8. How long we keep personal information

We keep information only for as long as we need it to create and manage orders or as required by law or contract.

## 9. Know your rights

Any individuals whose personal information we hold have the right to:

- Object to us processing it. We will either agree to stop processing or explain why we are unable to (the right to object)
- Ask for a copy of their personal information we hold, subject to certain exemptions.
- Ask us to update or correct their personal information to ensure its accuracy (the right of rectification)
- Ask us to delete their personal information from our records if it is no longer needed for the original purpose (the right to be forgotten)
- Ask us to restrict the processing of their personal information in certain circumstances (the right of restriction)
- Ask for a copy of their personal information, so it can be used for their own purposes (the right to the data portability)
- Complain if they feel their personal information has been mishandled. We encourage individuals to come to us in the first instance.
- Ask us, at any time, to stop processing their personal information, if the processing is based only on individual consent (the right to withdraw consent).

If you wish to exercise any of these rights contact us at:

[shop@euro-sezam.com](mailto:shop@euro-sezam.com)

#### 10. Changes to our fair processing notice

Occasionally it may be necessary to make changes to this fair processing notice, when this happens we will provide an updated version at the earliest opportunity.