

# INFORMATION ABOUT PERSONAL DATA PROCESSING FOR PERSONS PERFORMING AGENCY ACTIVITIES



In connection with performance of broker activities, **Wagas S.A.** with its registered office in Warsaw at 15 Rydygiera Street entered into the National Court Register kept by the District Court for the Capital City of Warsaw, XII Commercial Department of the National Court Register under number 0000409365, TIN (NIP) 107-00-00-135, with share capital in the amount of PLN 125,000 paid in full (hereinafter: “**Wagas**” or “**Data Administrator**”) we process your personal data, in particular, we collect, record, organize, store, download, review them and use for the purposes indicated in this information.

**Below we would like to inform you about the rules of processing your personal data and about your rights associated with it.**

## I. General information.

The following rules apply from May 25, 2018, with the entry into force of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 “GDPR”).

Please direct to Wagas questions and requests regarding the manner and scope of processing of your data by Wagas, as well as your entitlements.

## II. Data Administrator.

The Administrator of personal data is Wagas S.A. with head office in Warsaw

## III. Contact details of data administrator

In relation to your personal data you can contact us the following way:

- In writing to the address: Wagas, 15 Rydygiera Street, 01-793 Warsaw, Poland
- By using contact form available at: [www.wagas.eu](http://www.wagas.eu)
- By email: [personaldata@wagas.eu](mailto:personaldata@wagas.eu)
- By phone: +48 22 860 04 80

## IV. Purpose and legal basis for processing Your personal data.

Wagas processes Your personal data obtained in relation with the performance of broker activities, in particular in relation to using by You of available online sales I.T. system of Wagas dedicated to such activities (hereinafter: “IT system”), for the following purposes:

LP	Purpose of processing	Legal basis
1	<b>Conclusion and execution of agreement</b>	The legal basis for data processing is the legitimate interest of Wagas and the fulfillment of the obligations imposed by law. In relation to the provision of agency activities by you, we process your personal data for the purposes of enabling the use of an IT service, keeping records and reporting on matters related to agency activities, exams, salary calculations and other benefits, as well as for purposes of verification of the correctness of agency activities and for the purpose of performing insurance supervision by authorized bodies.
2	<b>Ensuring safety, including cyber security</b>	The legal basis for the processing of personal data is the legitimate interest of Wagas, as well as the performance of the contract, the object of which is to provide you with access to the IT system. The legitimate interest of Wagas is to provide protection against abuse in connection with the use of the IT system and ensure the safety of your use of this system.
3	<b>Determining, defending and pursuing claims in connection with insurance distribution</b>	The legal basis is the legitimate interest of Wagas. We process your data in case you need to investigate or defend against claims related to your agency activities and claims of the insurer whose insurance is the subject of these activities.
4	<b>If your personal data appears in the tax documents issued to/by Wagas due to agency activities: fulfilling duties related to paying taxes, including keeping and storing tax books and documents related to keeping accounting books, as well as storing accounting documents</b>	The legal basis for processing is the necessity of data processing to fulfill the legal obligation on Wagas resulting from tax regulations (Tax Ordinance, Act on Value Added Tax, Act on Corporate Income Tax) and from the Accounting Act (Accounting Act).

V. Your personal data is not subject to automated decision making, including profiling.

VI. **Obligation to provide data.** Providing your personal data by yourself is voluntary.

Failure to provide all personal data required by Wagas will make it impossible for you to use the IT system, perform broker activities using this system, and thus prevent you from working with Wagas in these activities. The scope of necessary personal data results from legal provisions or is justified by the purpose of the processing specified in point IV. above.

VII. **Information about the recipients of your personal data.**

In connection with the processing of your personal data for the purposes indicated in point V. Your personal data may be shared:

1. **public authorities** and entities performing public tasks or acting on behalf of public authorities, to the extent and for purposes that result from legal provisions, in particular the Polish Financial Supervision Authority,
2. **entities processing data** for the **purpose of claiming or securing claims, or in order to counteract insurance fraud,**
3. **entities providing technical services,** including handling correspondence, archiving documents, dealing with the development and maintenance of Wagas IT systems, including the transaction system,
4. entities dealing with the **authorization of electronic signatures,**
5. to some **people performing regulated professions,** such as lawyers, notaries or auditors.

- in each case specified in point 2- 5. above, the above entities process data on the basis of an agreement with Wagas and only in accordance with the instructions of Wagas.

VIII. **The period of data storage**

1. Your personal data will be processed for the period when you use the IT service, and then until the statute of limitations for claims arising from the broker activities or the expiry of the obligation to store data resulting from the law or the legally justified interest of the Wagas.
2. In particular, the above refers to the obligation to keep accounting documents, the storage obligation resulting from the provisions on counteracting money laundering and financing of terrorism.

IX. **The rights of the data subject.**

According to the regulations in force, you have the following rights:

LP	Right to	Description
1	<b>Access</b>	You can gain access to information relating to processing of your personal data as well as get copy of that data.
2	<b>Ammend</b>	If you believe that your personal data are not full or not complete, you can request introducing relevant changes to your personal data
3	<b>Delete</b>	You can request your personal data to be deleted in scope allowed by law.
4	<b>Limit</b>	You can ask to limit the scope of processing your personal data.
5	<b>Object</b>	You can object to processing of your personal data due to reasons relating to your situation.
6	<b>Withdraw the consent</b>	You may, at any time, withdraw your consent to the processing of your personal data in the form of an image recorded in the photographs. Withdrawal of this consent has effects only for the future. Wagas will not process your data further, but the processing that took place until the withdrawal of consent is legal. Withdrawal of consent will not cause negative consequences in connection with your cooperation in Wagas.
7	<b>Transfer</b>	If your data is processed on the basis of a contract for the provision of your access to an IT system or you are a party to an agreement with the Administrator whose subject matter is broker activities - you also have the right to transfer personal data, i.e. to receive from the Administrator of your personal data, in a structured, commonly used machine-readable format. You may send this data to another data administrator.

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8	<b>File a complaint</b>	You have the right to file a complaint with a supervisory body competent in the matters of personal data protection, i.e. to the Polish supervisory authority (the President of the Office for Personal Data Protection) or a supervisory authority of another EU Member State, competent for the place of usual residence or work of a person, where the data concern or because of the place of the alleged infringement.
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**X.** In order to exercise the above rights, please contact Wagas in accordance with the contact details indicated in point. III and IV above.

**XI. Data transmission outside the EEA**

Your personal data will not be transferred to recipients located in countries outside the European Economic Area.