Good Care Privacy Policy

This Privacy Policy sets out the rules for the Processing of Personal Data and their protection in connection with the business activity of our Accounting Office. We explain herein in which situations we act as a Data Controller and in which we act as a Data Processor (Processor).

I. General Provisions and the identity of the Data Controller

The owner of the website and the Data Controller (to the extent described in section III) is Good Care OPS spółka z ograniczoną odpowiedzialnością with its registered office in Kraków (31-319) at ul. Bolesława Czerwieńskiego 8.
The company is entered into the register under KRS number: 0000940789, holds NIP number: 6792806040 and REGON: 356844512.
Our Office has not appointed a Data Protection Officer (DPO), as we are not legally obliged to do so. In all matters related to the protection of Personal Data, please contact the Data Controller directly at the following address: daneosobowe@goodcare.pl

II. The Office as a Data Processor (Processor) – for current Clients

Our Office provides services to its Clients, in particular accounting and payroll administration services.
With respect to Personal Data processed as part of the provision of services, the Processing is carried out in accordance with the Terms and Conditions and the agreement on entrusting personal data for processing, which constitutes a part thereof.
This Processing takes place on the basis of concluded data processing agreements, which take the form of "Personal Data Processing Rules", constituting an integral appendix to the service agreement concluded with the Office.

III. The Office as a Data Controller – persons and companies contacting us

When you visit our website, call us or write a message to obtain information or receive an offer, Good Care OPS sp. z o.o. becomes the Data Controller of your Personal Data.

1. What data do we collect?

We process data voluntarily provided by individuals and representatives of companies with whom we communicate. These are usually: name and surname, company name, email address, telephone number, and other information provided in the content of the inquiry.

2. For what purpose and on what legal basis do we process your data?

- Handling inquiries and communication: To respond to questions asked by email, phone, or via a form. The legal basis is our legitimate interest (Art. 6 sec. 1 lit. f GDPR), consisting in ensuring ongoing communication.
- Presenting an offer and preparing an agreement: To take necessary actions at your request prior to entering into an agreement (Art. 6 sec. 1 lit. b GDPR).
- Cooperation within the capital group: For internal administrative purposes, organizational support, and coordination of business activities with other entities from the Good Care

group. The legal basis is our legitimate interest (Art. 6 sec. 1 lit. f GDPR and Recital 48 GDPR).
- Pursuing claims or defending against them: To protect the company's interests, which constitutes our legitimate interest (Art. 6 sec. 1 lit. f GDPR).

3. Information on the requirement to provide data

Providing Personal Data is completely voluntary, however, it is necessary to establish contact, answer your questions, or present an offer. The consequence of not providing data will be the inability to handle your inquiry.

4. How long do we store data?

We process data for the period necessary to complete the correspondence or the validity of the presented offer. If no cooperation is established, the data will be deleted after the time necessary to defend against potential claims (in accordance with the applicable limitation periods) or until you submit an effective objection.

IV. Data Recipients

In order to maintain a high standard of service, efficient work organization, and the security of IT systems, your data may be transferred to the following categories of recipients:
- Entities from the Good Care capital group: Your data may be shared with other companies organizationally or capitally affiliated with us within the Good Care group. This sharing occurs in connection with the implementation of common business processes, ensuring comprehensive customer service, and within the internal administrative purposes of the group.
- Trusted service providers (Subprocessors): We use the services of external providers supporting our operations. The recipients of your data may in particular be:
    - Google Cloud Poland Sp. z o.o.
    - BrainSHARE IT sp. z o.o. (provider of tools supporting accounting processes).
    - Comarch S.A. (ERP software provider).

V. Data transfer outside the EEA and Profiling

- No transfer outside the EEA: Your Personal Data is not transferred outside the European Economic Area (EEA). All servers of our providers and systems we operate on are located within the EEA.
- No profiling: Your Personal Data is not subject to automated decision-making, including profiling.

VI. Rights of Data Subjects

In accordance with the provisions of the GDPR, you have the following rights related to the Processing of your Personal Data:
- The right to access your data and receive a copy thereof.
- The right to rectify (correct) your data.
- The right to erasure of data (the so-called "right to be forgotten").
- The right to restrict data processing.

- The right to object to the processing of data based on the legitimate interest of the Data Controller.
- The right to data portability.
- The right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office in Warsaw) if you believe that the processing violates the provisions of the GDPR.

To exercise your rights, please contact us by email using the address provided in section I.