

1. THE PROCEDURE FOR EXERCISING THE RIGHTS OF DATA SUBJECTS FOR VERANO GLOBAL SP.Z O.O.

GDPR is 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. This regulation aims to extend the protection of the fundamental rights and freedoms of natural persons, in particular the right to the protection of personal data.

Below you will find information about your rights related to the processing by VERANO GLOBAL SP. Z O.O. Your personal data, as well as the method of their implementation. Please read this document carefully as it is intended to support you in exercising your rights.

The right to access personal data.

You can apply to VERANO GLOBAL SP. Z O.O. providing information whether the company processes your personal data. When exercising the right of access, you will receive information on:

- the purposes of processing,
- categories of processed data,
- data recipients to whom personal data has been or will be disclosed,
- the planned period of personal data storage or the criteria for determining this period,
- your right to request the administrator to correct, delete or limit the processing of personal data and to object to such processing
- your right to lodge a complaint with a supervisory authority ,
- the source of personal data, if it has not been collected directly from you,
- automated decision making, including profiling.

In addition to the information referred to above, you can also receive a copy of your personal data (i.e. information about personal data). The first copy of the data subject to processing is free of charge, and the company may charge a fee for each subsequent copy.

The right to access personal data may be limited in certain situations, e.g. a company may refuse to provide a copy of the data if it cannot provide it without disclosing confidential data or if it will adversely affect the rights and freedoms of others.

The right to rectify personal data.

You have the right to request the rectification of incorrect personal data or the completion of incomplete data. When requesting rectification, you should also show that they are incorrect. For this purpose, a document showing the non-compliance of the processed data with the actual state should be presented.

The right to rectify data will not apply to data whose rectification procedure is specified in separate provisions.

Right to erasure (right to "be forgotten").

Your right to be forgotten is implemented at your request, by immediately deleting personal data, but only if at least one of the following circumstances occurs:

- the data are no longer necessary for the purposes for which they were collected or otherwise processed;
- you have withdrawn your consent to the processing of data and there is no other basis for their processing;
- you have objected to data processing and there are no overriding legitimate basis for processing;
- the data is processed unlawfully;

- the data must be deleted in order to comply with the legal obligation provided for in the law of the European Union or the law of the Member State to which the controller is subject;
- the data was collected in relation to the offering of information society services.

Your right to be forgotten may be limited by us, but only in a situation where further processing of this data is necessary and imposed by law, e.g. by archiving obligations. In this case, you will receive comprehensive information on why we did not accept your request and why the data will not be deleted.

Right to restriction of processing.

You may exercise the right to limit data processing in strictly defined situations, i.e. when:

- you question the correctness of the data (the restriction takes place for the period of checking the correctness of the data by the administrator),
- you object to the processing (the restriction takes place until it is determined whether the administrator's basis for processing override the basis for objection),
- you object to the deletion of data (in the event of unlawful data processing) and instead requesting the restriction of their processing,
- you need the data to establish, exercise or defend legal claims (and the data has lost the purpose of processing for the controller).

In the event of restriction of data processing at the request of the data subject, the controller will only be entitled to store the data. Any processing that goes beyond their storage will require your separate consent.

VERANO GLOBAL SP. Z O.O. may revoke the restriction of processing if the processing is necessary due to the protection of claims or rights of another person or due to important reasons of public interest. You will then be informed of the lifting of the restriction.

The right to be informed about the rectification or deletion of data or the restriction of processing.

If VERANO GLOBAL SP. Z O.O. a request for rectification or deletion of your personal data or limitation of their processing, the company is obliged to inform each recipient to whom it disclosed your personal data about the indicated action (this obligation does not apply only if informing recipients proves impossible or requires disproportionate a lot of effort).

In such a situation, you have the right to obtain information from the company to which recipients the message about rectification or deletion of your data, or about limiting their processing, was provided.

Right to data portability.

As part of this right, you can request the company to transfer your personal data to another administrator. This request will be considered if:

- the processing of your personal data takes place on the basis of consent or in order to perform the concluded contract,
- the processing of your personal data takes place in an automated manner (the request does not include data processed in paper form),
- it is technically possible.

In some situations, your right to data portability may be limited. The request will not be taken into account if further processing turns out to be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Right to object.

If the processing of your data by VERANO GLOBAL SP. Z O.O. is:

- necessary to perform a task carried out in the public interest or in the exercise of public authority vested in the administrator;
- necessary for the purposes of the legitimate interests pursued by the administrator or by a third party,

- you can object to data processing at any time for reasons related to a particular situation. At that time, VERANO GLOBAL SP. Z O.O. will not be able to process this data, unless it proves the existence of valid, legally justified basis for processing, overriding your interests, rights and freedoms, or basis for establishing, investigating or defending claims.

You also have the right to object to profiling.

Procedure for exercising the rights.

To exercise your rights described in this document, you must request the company to exercise the rights of the data subject. The company is committed to ensuring that personal data is protected against unauthorized disclosure.

Applications should be sent in writing, with a legible signature, to the following address: ul. Vetterów 7a, 20 - 277 Lublin. At the same time, we would like to inform you that oral requests will be confirmed by a business note. In order to verify your identity, the employee accepting the request may ask you to present documents with a photo, as well as to sign a note to confirm the oral request.

The company does not respond to requests over the phone.

The answer to the application will be given to you without undue delay, but not later than within one month from the date of filing the application. In justified cases, i.e. due to the complex nature of the request or the number of notifications, the company may extend this period by a maximum of another two months. In such a case, by observing the one-month time limit for replying, you will be informed about the impossibility of examining the request in time, the reason for the delay and the planned deadline for replying.

In the event of refusal to fulfill the request, the company will inform you about the refusal to fulfill the request by indicating:

- reasons for not taking action,
- the possibility of lodging a complaint to the President of the Office for Personal Data Protection.