Transparency notice

Personal data of client representatives

Last updated 25 October 2026

This notice explains how Outmatic processes your personal data when you act on behalf of an organisation that has a services contract with us. We receive your details from that organisation rather than directly from you. This information is provided under **Article 14 of Regulation (EU) 2016/679** (the General Data Protection Regulation, or GDPR).

1 Who is responsible for your data

OUTMATIC Prosta Spółka Akcyjna ("Outmatic", "we", "us") is the data controller. Our registered address is Aleja Jana Pawła II 27, 00-867 Warszawa, Poland. We are entered in the Polish National Court Register under KRS 0000936084; REGON 520592475; tax identification number (NIP) 5272979466.

For questions about your personal data or to exercise your rights, contact privacy@outmatic.eu or write to our registered address.

2 What data we receive and where it comes from

We receive your professional contact details from the organisation that has entered into a services contract with Outmatic and that employs you or otherwise works with you. This may include your name, role, organisation, business email address, telephone number and other professional contact details needed for the cooperation.

3 Why we process your data

We use your data to communicate with you and to administer and perform the services contract with the organisation you represent. We may also use relevant data to establish, exercise or defend legal claims.

The legal basis is **Article 6(1)(f) GDPR**. Our legitimate interests are delivering and managing the contracted services and protecting our legal rights in connection with that cooperation.

4 Who may receive your data

Your data may be shared with our contractors, subcontractors and other service providers where needed to support the provision and administration of our services. It may also be disclosed to public authorities or other entities where required or authorised by applicable law.

5 Transfers outside the EEA

Some recipients may be outside the European Economic Area (EEA). Transfers rely on an applicable European Commission adequacy decision or appropriate safeguards, including the Commission's standard contractual clauses under Article 46(2)(c) GDPR and supplementary measures where needed.

To obtain information about transfers of your data and a copy of the relevant safeguards, contact privacy@outmatic.eu.

6 How long we keep your data

We retain your data while it is needed to manage and perform the contract with the organisation you represent. Relevant data may be kept afterwards to establish, exercise or defend legal claims, for the applicable limitation period and until related proceedings end. Data no longer needed for these purposes is deleted or anonymised.

7 Your rights and how to exercise them

Under the conditions set out in the GDPR, you may request access to your data and a copy, correction of inaccurate or incomplete data, erasure, or restriction of processing.

Your right to object
You may object at any time to processing based on legitimate interests for reasons specific to your situation. We will stop unless we demonstrate compelling legitimate grounds that override your interests, rights and freedoms, or the data is needed to establish, exercise or defend legal claims.

Portability under Article 20 GDPR does not apply to the processing based on legitimate interests described here.

Contact privacy@outmatic.eu or write to our registered address to exercise your rights. We respond without undue delay, within one month of receipt. For complex or numerous requests, this may be extended by up to two further months; we will explain any extension within the first month.

You may complain to a competent supervisory authority, particularly where you live, work or believe an infringement occurred. In Poland, contact the **President of the Personal Data Protection Office (Prezes UODO)**, ul. Stanisława Moniuszki 1A, 00-014 Warszawa, Poland. Contact information: uodo.gov.pl.

8 Automated decisions and profiling

We do not make automated decisions about you, including decisions based on profiling.