

## PRIVACY AND COOKIES POLICY

VGD Audyt sp. z o.o.

[www.vgdaudyt.pl](http://www.vgdaudyt.pl)

In compliance with the requirements imposed by law, in particular the provisions of Regulation (EU) 2016/79 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, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: 'GDPR'), we provide full information regarding the processing of personal data via the website [www.vgdaudyt.pl](http://www.vgdaudyt.pl), as well as the processing of other, anonymous data derived from web beacons (so-called cookies).

### 1. Data Controller

The controller (hereinafter: "Controller") of personal data collected via the website available at [www.vgdaudyt.pl](http://www.vgdaudyt.pl) (hereinafter: "Website") is:

**the company operating under the name VGD Audyt spółka z ograniczoną odpowiedzialnością, with its registered office in Warsaw**

Al. Jerozolimskie 148, Reduta Business Center, 02-326 Warsaw

entered in the Register of Entrepreneurs of the National Court Register maintained by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS number 0000942618, with tax identification number (NIP): 951-228-23-83, with share capital of: PLN 28,000.00.

In matters relating to the processing and protection of personal data, you may contact the Controller in writing at the above-mentioned address of the Controller's registered office or by email at: [kontakt@vgdaudyt.pl](mailto:kontakt@vgdaudyt.pl)

### 2. What data do we collect and for what purpose

#### a) Contact form

The data provided in the contact form (first name, surname, email address, message content) is processed solely for the purpose of responding to the enquiry submitted.

The legal basis for the processing of the above data is Article 6(1)(f) of the GDPR (the Controller's legitimate interest in handling correspondence).

#### b) Job advertisements and recruitment

The data contained in application documents (including first name, surname, contact details, professional experience) is processed for the purpose of conducting the recruitment process.

The legal basis for the processing of the aforementioned data is:

- Article 6(1)(c) of the GDPR – in respect of data required by labour law (Article 22<sup>1</sup> of the Labour Code),
- Article 6(1)(a) of the GDPR – in respect of data provided voluntarily and where consent has been given to participate in future recruitment processes.

#### c) Analytics and marketing (cookies)

The website uses cookies and similar technologies for analytical and marketing purposes.

The legal basis for the processing of the above data is: Article 6(1)(a) of the GDPR (consent given via the cookie banner settings) and Article 6(1)(f) of the GDPR (in respect of necessary cookies).

### 3. Recipients of data

Personal data may be disclosed to the following categories of recipients:

- IT, hosting and email service providers,
- law firms and entities handling recruitment processes (where applicable),
- providers of analytics and advertising tools (Google LLC, Meta Platforms Ireland Limited, LinkedIn Ireland Unlimited Company) – solely on the basis of the consents given for cookies,

- public authorities entitled to receive data under the law.

All data processors operate on the basis of data processing agreements or other required legal instruments.

The provision of data is always voluntary, but necessary for the processing of individual cases and for the Controller to contact the Website user in order to provide a response.

#### 4. Transfer of data outside the EEA

In connection with the use of Google, Meta and LinkedIn tools, data may be transferred to the United States. These providers participate in the Data Privacy Framework (DPF) or use standard contractual clauses approved by the European Commission, which ensures an adequate level of data protection.

#### 5. Data retention period

Data provided via the contact form is processed for the time necessary to handle the enquiry, and subsequently for a period until the expiry of the limitation period for any potential claims.

Data provided during the recruitment process is processed for the duration of the recruitment process; if consent is given for future recruitment, for no longer than 12 months.

Data collected via cookies is processed in accordance with the policies of individual providers and the user's browser settings.

#### 6. Rights of data subjects

Every data subject has the right to:

- access their data and receive a copy thereof (Article 15 of the GDPR),
- rectify the data (Article 16 of the GDPR),
- erase the data (Article 17 of the GDPR),
- restriction of processing (Article 18 of the GDPR),
- data portability – to the extent that processing is based on consent or a contract and is carried out by automated means (Article 20 of the GDPR),
- object to processing (Article 21 of the GDPR),
- withdrawal of consent at any time – without affecting the lawfulness of processing prior to withdrawal.

Requests may be addressed to the Controller using the communication channels specified in Part 1 of this Privacy Policy. The Controller shall respond within one month (with the possibility of an extension of two months in complex cases – Article 12(3) of the GDPR).

You also have the right to lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw).

#### 7. Cookies and similar technologies

##### Types of cookies used

**Essential cookies** – ensure the Website functions correctly. They do not require consent.

**Functional cookies** – remember the user's preferences. They require consent.

**Analytical cookies** – the Website uses Google Tag Manager (GTM) and Google Analytics (Google LLC) to analyse traffic and user behaviour. GTM is a tag management container and does not collect data itself. Consent is required.

**Marketing cookies** – The Website may use the following advertising tools:

- Meta Pixel (Meta Platforms Ireland Limited) – adverts on Facebook and Instagram,
- Google Ads (Google LLC) – advertising campaigns on the Google network,
- LinkedIn Insight Tag (LinkedIn Ireland Unlimited Company) – advertising and analytics on LinkedIn.

Consent is required.

##### Cookie management

On their first visit to the Website, users may consent to or refuse specific categories of cookies via the cookie banner. Settings can be changed at any time – via the banner available on the Website or via browser settings.

Website users may delete stored cookies at any time, as well as change their web browser settings regarding the storage of cookies – both for a specific website and for all websites visited. Information on deleting cookies and changing preferences is available in the help sections of the relevant web browser.

## **8. Changes to the Policy**

The Controller may update this Policy in the event of changes to the law or the way the Website operates. The current version is always available on the Website.

*Version: 1.0 | Date updated: 02.06.2026r.*