

PRIVACY POLICY

Document No.	Revision	Effective Date	Status
SQ-POL-006	00	30.08.2026	APPROVED

1. General Information

This Privacy Policy explains how personal data is processed in connection with the use of the **safeqult.pl** website and when contacting SafeQult Consulting via the contact form, email, telephone or in connection with the services offered.

SafeQult Consulting places particular importance on confidentiality, information security and the protection of personal data and processes personal data in accordance with applicable legislation, including Regulation (EU) 2016/679 (the "GDPR").

2. Data Controller

The controller of personal data is:

SafeQult Consulting Przemysław Łobocki

ul. Guliwera 21

71-798 Szczecin, Poland

Tax Identification Number (NIP): 8392937360

email: office@safeqult.pl

For matters relating to personal data or the exercise of rights under the GDPR, please contact the Controller using the email address above.

The Controller has not appointed a Data Protection Officer.

3. Personal Data We Process

Depending on the method of contact and the nature of the relationship, the Controller may process:

- first name and surname,
- company or organisation name,
- email address,
- telephone number,
- information concerning an enquiry, project or requested scope of support,
- correspondence,
- other information provided voluntarily,
- technical information associated with use of the website and submission of the contact form, including IP address, browser and device information, source URL and the date and time of submission.

The Controller limits the personal data processed to information necessary for the relevant purpose.

4. Purposes and Legal Bases for Processing

Personal data may be processed for the following purposes:

Responding to enquiries and communication – to respond to messages, provide information concerning potential cooperation or discuss the scope of services. Depending on the nature of the enquiry, processing is based on Article 6(1)(b) or Article 6(1)(f) GDPR.

Entering into and performing a contract – where communication results in a business relationship, on the basis of Article 6(1)(b) GDPR.

Compliance with legal obligations – including applicable tax and accounting requirements, on the basis of Article 6(1)(c) GDPR.

Establishment, exercise or defence of legal claims – on the basis of the Controller's legitimate interests pursuant to Article 6(1)(f) GDPR.

Website and information-system security – including preventing misuse and ensuring the proper functioning of services, on the basis of Article 6(1)(f) GDPR.

5. Contact Form

The website provides a contact form for submitting enquiries.

Information submitted through the form is processed to respond to the enquiry and, where applicable, to take steps towards establishing a business relationship.

Technical information may also be recorded when a form is submitted, including the IP address, browser and device information, source URL and the date and time of submission.

Providing information marked as required is necessary to submit and process an enquiry. Providing other information is voluntary.

The contact form is not used to automatically subscribe users to a newsletter or to send marketing communications.

6. Data Retention

Personal data relating to enquiries that do not result in cooperation is generally retained for **no longer than 12 months from the last contact**.

Where an enquiry results in a contract or provision of services, personal data may be retained for the duration of the business relationship and subsequently for the period required by applicable law or necessary for the establishment, exercise or defence of legal claims.

Records subject to tax or accounting requirements are retained for the period required by applicable legislation.

7. Recipients and Processors

Personal data may be entrusted to service providers supporting the Controller's business operations, including providers of:

- website hosting,
- email services,
- IT services and technical website maintenance,
- accounting or legal services where necessary.

Website hosting and email services are provided using the infrastructure of **dhosting.pl Sp. z o.o.**, acting, where applicable, as a processor on behalf of the Controller.

Personal data may also be disclosed to competent public authorities where required by applicable law.

The Controller does not sell personal data or disclose it to third parties for their independent marketing purposes.

8. Transfers Outside the EEA

The Controller does not transfer personal data outside the European Economic Area unless such a transfer becomes necessary in connection with a particular service or legal requirement.

Should services involving such transfers be introduced in the future, the Controller will ensure an appropriate legal basis and safeguards required under the GDPR and will update this Privacy Policy accordingly.

9. Your Rights

Subject to the conditions set out in the GDPR, individuals may have the right to:

- access their personal data,
- rectify inaccurate data,
- request erasure,
- request restriction of processing,
- data portability where applicable,
- object to processing based on the Controller's legitimate interests,
- withdraw consent at any time where processing is based on consent.

Requests concerning these rights may be submitted to office@safeqult.pl.

Individuals also have the right to lodge a complaint with the competent data protection supervisory authority. In Poland, this is the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych).

10. Profiling and Automated Decision-Making

Personal data is not used for decisions based solely on automated processing that would produce legal effects concerning the user or similarly significantly affect the user.

The Controller does not profile website users for marketing purposes.

11. Data Security

The Controller applies appropriate technical and organisational measures designed to protect personal data against unauthorised access, loss, alteration, disclosure or destruction.

Access to personal data is limited to persons and entities for whom such access is necessary to perform specific tasks.

12. Cookies

The website uses necessary or functional cookies related to the proper operation of the website, in particular to support language versions.

Detailed information is provided in the Cookie Policy.

13. Changes to this Privacy Policy

This Privacy Policy may be updated in the event of changes to the operation of the website, technologies used, scope of services or applicable legislation.

The current version of this Privacy Policy is published on safeqult.pl together with the date of the latest update.

APPROVAL

Prepared / Approved by	Role	Date	Signature
Przemysław Łobocki	CEO	30.08.2026	