

**Data controller, or who will be responsible for processing your data?**

The data controller, i.e. the entity which determines and controls how your personal data will be used, is 11 bit studios S.A. (the "Company") with its registered office at ul. Brzeska 2, 03-737 Warsaw, Poland. The Company can be contacted at the postal address given above or via email at: [iod@11bitstudios.com](mailto:iod@11bitstudios.com)

**Purpose of processing, or what will the Company process your data for?**

Note that the Company may process the same data (e.g. your first name and surname) for various purposes. The Company will process your personal data for the following purposes:

- responding to correspondence received from you,
- negotiating the terms of a contract, if you or the Company have expressed a desire to enter into such contract,
- ongoing business relations,
- marketing purposes,
- communication related to the performance of a contract between you and the Company, if such contract has been entered into.

**Basis for processing, or on what grounds is the Company authorised to process your personal data?**

The Company may process your personal data where necessary to negotiate the terms of business or establish business relations with you.

If a contract is entered into in the course of such interaction, the Company is required to account for such contract and thus to process your personal data on the basis of applicable laws (including, but not limited to, the tax legislation and the accounting act).

The processing of personal data may also be carried out on the basis of the Company's legitimate interests.

**Are you required to provide your personal data to the Company?**

Provision of personal data is necessary for the fulfilment of the purposes of processing, but is voluntary. If you are an employee, the obligation to process your personal data arises to a certain extent under the applicable laws, and without its provision the Company would be unable to comply with that obligation.

**What rights do you have towards the Company in respect of data processed?**

With regard to the processing of personal data related to your employment at the Company, you have the right to request from the Company:

- access to your data;
- rectification of data: in the case of incorrect or incomplete data;
- erasure of data: if such data is no longer necessary in relation to the purposes for which it was collected by the Company; if you withdraw consent to the processing of such data (in the case of processing based on consent); if you object prior to the processing of such data; if your data has been unlawfully processed; if your data has to be erased for compliance with a legal obligation;
- restriction of data processing;
- data portability.

If personal data is processed based on your explicit consent, you have the right to withdraw such consent at any time.

You have the right to lodge a **complaint** in respect of processing of your personal data by the Company with the President of the Polish Personal Data Protection Office (at the following address: *Biuro Prezesa Urzędu Ochrony Danych Osobowych*, ul. Stawki 2, 00-193 Warszawa, Poland).

**When do you have the right to object to data processing?**

You have the right to **object** to the processing of your personal data if the processing is based on legitimate interests and/or is carried out for statistical purposes, but such objection is nevertheless justified by your particular situation.

**Who may the Company share your personal data with?**

The Company may make your personal data available to:

- competent state authorities for the purpose of relevant account-giving if this is necessary for the exercise or defence of legal claims, or otherwise if the Company is required to do so under the provisions of law, to the extent directly arising under such provisions;
- clients, suppliers or contractors of the Company (e.g. providers of IT support, accounting or legal services);
- vendors of software used by the Company (including providers of mail and web messaging services, etc.);
- providers of employment benefit services.

**For how long will the Company retain your personal data?**

Generally, your personal data will be retained for the duration of your employment/independent contractor relationship with the Company.

To some extent, legal regulations may require us to retain data for a specific period of time. Therefore, for example, your data:

- included in documents necessary to support tax accounting will be retained for five years from the end of the year in which a relevant tax event occurred;
- to evaluate the effectiveness of the Company's activities as part of email correspondence - will be retained for no longer than 10 years from the end of the year in which the exchange of correspondence ended.

In addition, the Company may store data for account-giving purposes to demonstrate compliance with its statutory obligations - in principle, indefinitely.

All data processed in respect of your employment at the Company may be retained at least for the duration of the statute of limitation applicable to claims that may arise in connection with that relationship (if any), if the Company has reasonable grounds to believe that it may need to exercise or defend legal claims, or for the duration of judicial proceedings including the judgment enforcement period.

**Will your personal data be transferred to third countries?**

Personal data may be transferred outside the European Economic Area if this becomes necessary for you to perform your obligations under a contract, to the extent necessary for the performance of such obligations. In such a case, the transfer of personal data will be carried out on grounds of necessity for the performance of a contract.

**Will automated decisions be made based on your data?**

Personal data will not be used for automated decision-making, including profiling understood as automatic processing of data.