

AI BUSINESS STUDIO PRIVACY POLICY

1. Definitions:

- a) Personal data - information that makes it possible to identify a natural person, such as name, e-mail address, or telephone number;
- b) Processing - any operation performed on personal data, such as collecting, storing, using, transferring or deleting;
- c) Website - AI Business Studio website available at aibizstudio.eu.
- d) We / Us - AI Business Studio team, operating as a collaboration between Agata Konieczna and Joanna Pelkowska;
- e) GDPR - 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, repealing Directive 95/46/EC (General Data Protection Regulation).

2. Data Controller:

The controller of your personal data is AI Business Studio, operated by Agata Konieczna and Joanna Pelkowska. You can contact us by e-mail at: ai.bstudio.team@gmail.com or contact@aibizstudio.eu or by using the contact form available on our Website.

3. Purpose and Scope of Data Processing:

We process your personal data for the following purposes:

- a) to enable contact with us (responding to inquiries, requests, and messages);
- b) to handle messages sent via the contact form or e-mail;
- c) to send information about our activities, including marketing content (if you have given your consent).

Scope of the processed data:

- a) e-mail address,
- b) name and surname (if provided),
- c) phone number,
- d) any other data voluntarily included in your message or attachments.

Providing your data is voluntary but necessary for us to respond to your inquiry.

4. Legal Basis for Processing:

We process your personal data on the following legal grounds:

- a) Article 6(1)(f) GDPR - our legitimate interest in responding to your inquiry or conducting correspondence;
- b) Article 6(1)(a) GDPR - your consent, for example, to receive commercial or marketing information.

5. Data Retention Period:

Your personal data will be stored:

- a) for the time necessary to respond and complete correspondence;
- b) in the case of marketing activities - until consent is withdrawn;
- c) for the time required to pursue or defend against legal claims - for the limitation period applicable to such claims.

6. Data Recipients:

In limited cases, your personal data may be shared with:

- a) entities providing IT and hosting services to us;
- b) an accounting office that supports us with financial settlements and record-keeping;
- c) providers of e-mail and office software services (Google Ireland Ltd);
- d) providers of newsletter or mailing services, if you subscribe to our newsletter (e.g. subscription management platforms).

7. Your Rights:

In accordance with the GDPR, you have the right to:

- a) access your personal data;
- b) rectify your personal data;
- c) withdraw consent, if it was the basis for processing;
- d) erase your personal data ("right to be forgotten");
- e) restrict the processing of your personal data;
- f) transfer your personal data;
- g) object to the processing of your data based on legitimate interests;
- h) lodge a complaint with the competent data protection authority.



To exercise your rights, please contact us at ai.bstudio.team@gmail.com or contact@aibizstudio.eu. We will respond to your request within 30 days of receipt.

8. Complaint to the Supervisory Authority:

If you believe that your data is being processed unlawfully, you have the right to lodge a complaint with: The President of the Personal Data Protection Office (UODO), ul. Stawki 2, 00-193 Warsaw, Poland. More information on how to file a complaint can be found [here](#).

9. Data Security:

We care about the security of your personal data and apply technical and organizational measures in accordance with applicable law to protect your data from unauthorized access, loss or disclosure.

10. Changes to this Privacy Policy:

We reserve the right to update this Privacy Policy in the event of changes to applicable law or to the way we process personal data. The current version of the policy will always be available at www.aibizstudio.eu.

AUTHOR	DATE OF CHANGE	SCOPE OF CHANGE
Agata Konieczna, Joanna Pelkowska	12.10.2025	creation