

# **PRIVACY POLICY**

PIE INEL Sp. z o.o. ul. Mostowa 1 80-778 Gdańsk Poland

#### 1. GENERAL INFORMATION

- 1. Przedsiębiorstwo Informatyczno Elektroniczne "Inel" Sp. z o.o. with its seat in Gdańsk at ul. Mostowa 1, entered into registry of entrepreneurs of National Court Register maintained by the District Court Gdańsk Północ in Gdańsk, 7th Commercial Division of the National Court Register, under the KRS number 0000188558, with NIP (Tax Identification Number) 583 000 5555, share capital of PLN 73,000.00 is the Website Administrator of www.inel.gda.pl.
- 2. This Policy is an information document which shall not replace Security Policy maintained by the Administrator in accordance with the provisions regarding Personal Data Protection.

#### 2. DEFINITIONS

- 1. www.inel.gda.pl a website of PIE "Inel" Sp. z o. o.
- Administrator Przedsiębiorstwo Informatyczno Elektroniczne "Inel" Sp. z o.o. with its seat in Gdańsk at ul. Mostowa 1, entered into registry of entrepreneurs of National Court Register maintained by the District Court Gdańsk Północ in Gdańsk, 7th Commercial Division of the National Court Register, under the KRS number 0000188558, with NIP (Tax Identification Number) 583 000 5555, share capital of PLN 73,000.00 is the Website Administrator of www.inel.gda.pl.
- 3. Cookies IT data, small text files, saved and stored on devices used by the User to browse the Administrator's website.
- 4. Device an electronic device through which User obtains access to the Administrator's website.
- 5. User an entity to which, in accordance with Terms and Conditions, as well as legal regulations, services may be provided by electronic means or with whom Agreement on providing services by electronic means may be concluded.
- 6. System logs registering on the server within so-called system logs of the product data installed at User's premises. Data stored in this manner includes device types, software version and IP address.

## 3. DATA COLLECTION METHOD, PURPOSE AND SCOPE

- 1. Website collects information regarding users and devices in a following manner:
  - » through information voluntarily provided while filling the forms,
  - » through cookies stored in terminal devices,
  - through saving technical logs on the web server level
- 2. Administrator collects data for the following purposes:
  - » presenting PIE Inel commercial offer
  - » proper service of offered products, including technical support during implementation of services,
  - » processing orders and payments, executing deliveries and handling complaints,
  - » direct marketing of PIE Inel products and services, including sending the newsletters,
  - » performing the contract and providing services for specific persons,
  - » telephone communication in order to answer your questions,
  - » adjusting services and products to user requirements,



- 3. Administrator may process the following personal data of the Users:
  - » address, city and postcode,
  - » telephone number, e-mail address
  - » location data (country, city), statistics,
  - » other, if permitted.
- 4. Providing aforementioned personal data may be necessary for performing the contract on providing Electronic Services within the Website. Data scope required to concluding the agreement each time is indicated both on the website and in Terms and Conditions.
- 5. Data obtained on the basis of your consent shall be processed as long as your account is valid, or until you object to such processing, whichever occurs first.

#### 4. USE OF COOKIES

- 1. Our Website uses cookies.
- 2. Cookies constitute data, specifically text files stored on the terminal device of the website user and required for the User to be able to use the website. Cookies usually contain the name of the website they originated from, the time they will be stored on the terminal device and their unique number.
- 3. The entity placing cookies on the user's end device and accessing them is the Website operator.
- 4. Cookies are used to maintain User's session (after logging in), so that User does not have to enter login name and password on every subpage.
- 5. Website utilizes two kinds of cookies: session cookies and persistent cookies. "Session cookies" are temporary files which are kept on the User's end device until the User logs out, leaves the website or closes the software (web browser). "Persistent cookies" are kept on the User's end device for a time specified in cookie parameters or until they are deleted by the User.
- 6. Software used to view websites (web browser) usually allows for cookies to be saved on the User's end device by default. Website Users can change this setting. Web browsers allow for cookies to be deleted. Cookies can also be automatically blocked. Please refer to the help section or documentation of your web browser for specific information on this topic.
- 7. Limiting the usage of cookies may influence some functionality available on the Service website.
- 8. Cookies saved on the User's terminal device may also be used by advertisers working with the Website operator.
- 9. We recommend reading privacy policies of those companies to learn more about the use of cookies used in the following statistics: Google Analytics privacy policy
- 10. Cookies may be used by advertising networks, specifically Google, to display targeted ads according to how the User uses the Service. For this purpose, they can save the User's navigation path or time spent on a given site.
- 11. With regard to information about User's preferences collected by Google's advertising network, you can view and edit the information resulting from cookies by using google tools.

## 5. COOKIES MANAGEMENT

- 1. If you don't want to receive cookies, you can change browser's settings. Bear in mind that disabling the use of cookies necessary for authentication, security and maintaining user preferences may hinder, and in extreme cases prevent the use of websites.
- 2. To manage your cookie settings, select your web browser/system from the list below and follow the instructions:
  - » Internet Explorer
  - » Chrome
  - » Safari
  - » Firefox
  - » Opera
  - » Android



#### 6. SERVER LOGS

- 1. Information on some user behaviour is logged on the servers. The data is used only for managing the website and to ensure the best possible quality of provided hosting services.
- 2. Data is not associated with specific persons viewing the website.
- 3. Data is used to control products installed at the User's premises within the local network and the Internet.

# 7. RIGHT TO CONTROL, ACCESS AND RECTIFY CONTENT OF YOUR DATA.

- 1. Customers' personal data is processed in accordance with Regulation of the European Parliament and of the Council (EU) 2016/679 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).
- 2. Administrator may entrust personal data processing to other entities (subcontractors or business partners), in accordance with the principles established in the Act on the protection of personal data and General Data Protection Regulation. Administrator conducts register of persons authorized to process personal data.
- 3. Providing personal data is always voluntary. However, failure to do so (if marked as necessary) prevents concluding a Service Contract.
- 4. Client's voluntary consent may be withdrawn at any time, if requested.
- 5. If you provide your personal data to the Administrator, you have the right to:
  - » access your personal data;
  - » rectify your data, if it was inaccurate or incomplete,
  - » demand deleting your data,
  - » restrict data processing,
  - » transfer your data, i.e. receive provided personal data and send it to a different administrator,
  - » object to data processing,
  - » lodge a complaint to the supervisory authority of Poland or another member state of the European Union, competent for the place of habitual residence or work of the data subject or for the place of alleged GDPR violation.
  - » withdraw your consent at any time (without affecting the lawfulness of processing based on consent before its withdrawal):
  - » request Administrator's intervention, express your own opinion and question a decision based on automated data processing.
- 6. In order to exercise aforementioned rights, please contact the Administrator in writing or to e-mail address: ado@ inel.gda.pl. Administrator shall promptly refer to your message upon receiving it.

## 8. FINAL PROVISIONS.

- 1. Administrator shall apply technical and organizational measures to ensure protection of processed personal data, pursuant to potential risks and protected data category. In particular, data shall be protected against access and disclosure to unauthorized persons, processing which violates applicable provisions, as well as against alterations, loss, damage or destruction.
- 2. Data sent by electronic means of communication is protected against unauthorized access and modification through anti-virus software.
- 3. Personal data of customers and users shall be stored and processed on servers located in Poland.
- 4. Service Provider reserves the right to modify Privacy Policy, if required by law, or if technological conditions of inel. gda.pl operation change, or if the change introduces a standard higher than the minimum required by law.