

## PRIVACY POLICY

### §1. Personal data administrator

1. The administrator of personal data within the meaning of art. 4 point 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR) is Oliwia Skrzypaszek conducting business activity at the address at Widokowa 12, 32-082 Więckowice, tax identification number: 5130284323.
2. Data administrator's e-mail address: [contact@puszka925.com](mailto:contact@puszka925.com).
3. The administrator pursuant to art. 32 sec. 1 of the GDPR observes the principle of personal data protection and applies appropriate technical and organizational measures to prevent accidental or unlawful destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data processed in connection with the conducted activity.
4. Providing personal data by the customer is voluntary, but necessary in order to conclude a contract with the data administrator.
5. The data controller processes personal data to the extent necessary to perform the contract or provide services to the data subject.

### §2. Purpose and grounds for processing personal data

The administrator processes personal data for the following purposes:

- a) preparation of a commercial offer in response to the customer's interest, which is the legitimate interest of the data controller (Article 6(1)(f) of the GDPR);
- b) concluding and implementing sales contracts with customers, based on the concluded contract (Article 6(1)(b) of the GDPR);
- c) providing services electronically via the Online Store, on the basis of a concluded contract (Article 6(1)(b) of the GDPR);
- d) handling the complaint process, on the basis of the data controller's obligation in connection with applicable law (Article 6(1)(c) of the GDPR);
- e) accounting related to the issuance and acceptance of settlement documents, based on the provisions of the tax law (Article 6(1)(c) of the GDPR);
- f) archiving data for possible determination, investigation or defense against claims or the need to prove facts, which is the legitimate interest of the data controller (Article 6(1)(f) of the GDPR);
- g) contact by phone or via e-mail, in particular in response to inquiries addressed to the data controller, which is the legitimate interest of the data controller (Article 6(1)(f) of the GDPR);
- h) sending technical information regarding the functioning of the Online Store and services used by the customer, which is the legitimate interest of the data controller (Article 6(1)(f) of the GDPR);
- i) marketing, which is its legitimate interest (Article 6(1)(f) of the GDPR) or is based on prior consent (Article 6(1)(a) of the GDPR).

### §3. Data recipients. Data transfer to third countries

1. The recipients of personal data processed by the data controller may be entities cooperating with the data controller, when it is necessary to perform the contract concluded with the data subject.
2. The recipients of personal data processed by the data controller may also be subcontractors - entities whose services the data controller uses when processing data, e.g. accounting offices, law firms, entities providing IT services (including hosting services).

3. The data controller may be required to provide personal data on the basis of applicable law, in particular to provide personal data to authorized authorities or state institutions.
4. Personal data in connection with the use of website traffic analysis and tracking tools by the administrator may be transferred to an entity based outside the European Economic Area, e.g. to Google LLC. As an appropriate data protection measure, the data controller has agreed to standard contractual clauses pursuant to Art. 46 GDPR with the providers of these services. More information on this is available here: [https://commission.europa.eu/law/law-topic/data-protection\\_en](https://commission.europa.eu/law/law-topic/data-protection_en).

#### **§4. Period of storing personal data**

1. The data administrator stores personal data for the duration of the contract concluded with the data subject and after its termination for the purposes of pursuing claims related to the contract, performance of obligations under applicable law, but for no longer than the limitation period in accordance with the provisions of the Civil Code.
2. The data administrator stores personal data contained in billing documents for the period specified in the provisions of the Act on tax on goods and services and the Accounting Act.
3. The data administrator stores personal data processed for marketing purposes for a period of 10 years, but no longer than until the consent to data processing is withdrawn or an objection to data processing is raised.
4. The data administrator stores personal data for purposes other than those indicated in par. 1-3 for a period of one year, unless consent to data processing has been withdrawn earlier, and data processing cannot be continued on a basis other than the consent of the data subject.

#### **§5. Rights of the data subject**

1. Each data subject has the right to:
  - a) access - obtaining confirmation from the administrator whether her personal data is being processed. If data about a person are processed, he or she is entitled to access them and obtain the following information: about the purposes of processing, categories of personal data, information about the recipients or categories of recipients to whom the data have been or will be disclosed, about the period of data storage or the criteria for their determining the right to demand rectification, deletion or limitation of the processing of personal data of the data subject, and to object to such processing (Article 15 of the GDPR);
  - b) to receive a copy of the data - to obtain a copy of the data subject to processing, the first copy being free of charge, and the controller may charge a reasonable fee for subsequent copies resulting from administrative costs (Article 15(3) of the GDPR);
  - c) to rectify - request rectification of incorrect personal data concerning her or supplementing incomplete data (Article 16 of the GDPR);
  - d) to delete data - request to delete her personal data if the administrator no longer has a legal basis for their processing or the data is no longer necessary for the purposes of processing (Article 17 of the GDPR);
  - e) to limit processing - request to limit the processing of personal data (Article 18 of the GDPR), when:
    - the data subject questions the correctness of the personal data - for a period enabling the administrator to check the correctness of the data,
    - the processing is unlawful and the data subject opposes their removal, requesting the restriction of their use,
    - the administrator no longer needs these data, but they are needed by the data subject to establish, pursue or defend claims,
    - the data subject has objected to the processing - until it is determined whether the legitimate grounds on the part of the controller override the grounds for the data subject's objection;

- f) to transfer data - receiving in a structured, commonly used machine-readable format personal data concerning him, which he provided to the administrator, and requesting sending this data to another administrator, if the data is processed on the basis of the consent of the data subject or a contract concluded with him and if the data is processed in an automated manner (Article 20 of the GDPR);
  - g) to object - to object to the processing of her personal data for the legitimate purposes of the administrator, for reasons related to her particular situation, including profiling. Then the administrator assesses the existence of valid legitimate grounds for processing, overriding the interests, rights and freedoms of data subjects, or grounds for establishing, pursuing or defending claims. If, according to the assessment, the interests of the data subject are more important than the interests of the administrator, the administrator will be obliged to stop processing data for these purposes (Article 21 of the GDPR).
2. In order to exercise the above-mentioned rights, the data subject should contact the administrator using the contact details provided and inform him which right and to what extent he wants to exercise.
  3. The data subject has the right to lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office in Warsaw.

### **§6. Profiling**

1. Personal data obtained by the data controller may be processed automatically - including in the form of profiling. Profiling of personal data performed by the data controller consists in evaluating selected information about the data subject for the purpose of analyzing and forecasting personal preferences and interests, in particular for the possibility of providing the data subject with a personalized offer.
2. Automatic data processing performed by the data controller does not have any legal consequences for the data subject. The data subject may object to the automated processing of their data at any time.

### **§7. Google Analytics**

1. The administrator uses Google Analytics, a web analytics service provided by Google Inc. based in the USA.
2. Google Analytics uses cookies that enable an analysis of the use of the website by the user. The information generated by the cookie about the use of the website is transmitted to and stored on a Google server. At the request of the Administrator, Google will use this information to analyze the use of the website by users in order to prepare reports on website activity and provide other services related to the use of the website and the Internet to the commissioning entity.
3. The data will not be used to identify any natural person.
4. The user can prevent the storage of cookies through the appropriate browser settings; however, in this case, you will not be able to use the full functionality of the website. In addition, users can prevent the collection by Google of the data generated by the cookie and relating to their use of the website (including their IP address) and the processing of this data by Google by downloading and installing the browser plug-in available at the following link: [https:// tools.google.com/dlpage/gaoptout?hl=en](https://tools.google.com/dlpage/gaoptout?hl=en) .
5. At any time, the user may object to the collection and processing of data related to the use of the Google website by downloading and installing the plug-in in the browser, which is available at the following address: <https://tools.google.com/dlpage/gaoptout?hl=en> .

## COOKIES POLICY

1. The online store does not automatically collect any information, except for information contained in cookies.
2. Cookie files (so-called "cookies") are IT data, in particular text files, which are stored in the Customer's end device and are intended for using the Online Store's websites. Cookies usually contain the name of the website they come from, their storage time on the end device and a unique number.
3. The entity placing cookies on the Customer's end device and accessing them is Oliwia Skrzypaszek conducting business activity at the address at Widokowa 12, 32-082 Więckowice.
4. Cookies are used to:
  - a) adapting the content of the Online Store pages to the Customer's preferences and optimizing the use of websites; in particular, these files allow to recognize the Customer's device and properly display the website, tailored to his individual needs;
  - b) creating statistics that help to understand how customers use websites, which allows improving their structure and content;
  - c) maintaining the Customer's session in order to return to the contents of the basket.
5. The following types of cookies are used as part of the Online Store:
  - a) "session" (session cookies) and "permanent" (persistent cookies). "Session" cookies are temporary files that are stored on the Customer's end device until logging out, leaving the website or turning off the software (web browser). "Permanent" cookies are stored on the Customer's end device for the time specified in the cookie file parameters or until they are deleted by the Customer;
  - b) "necessary" cookies, enabling the use of services available as part of the Online Store, e.g. authentication cookies used for services requiring authentication as part of the Online Store;
  - c) cookies used to ensure security, e.g. used to detect fraud in the field of authentication within the Online Store;
  - d) "performance" cookies, enabling the collection of information on how to use the websites of the Online Store;
  - e) "functional" cookies, enabling "remembering" the settings selected by the Customer and personalizing the Customer's interface, e.g. in terms of the selected language or region from which the Customer comes, font size, website appearance, etc.;
  - f) "advertising" cookies, enabling the provision of advertising content to customers more tailored to their interests.
6. In many cases, the software used for browsing websites (web browser) allows cookies to be stored on the Customer's end device by default. Customers can change their cookie settings at any time. These settings can be changed, in particular, in such a way as to block the automatic handling of cookies in the web browser settings or inform about each time they are placed on the Customer's device. Detailed information on the possibilities and ways of handling cookies are available in the software (web browser) settings.
7. The Seller informs that restrictions on the use of cookies may affect some of the functionalities available in the Online Store.