

PRIVACY AND COOKIES POLICY OF DS STREAM SP. Z O.O.

I. PRIVACY POLICY

INTRODUCTION

Respecting your privacy rights, **DS Stream sp. z o.o.** with the registered office in Warsaw (03-840), at ul. Grochowska 306/30 (hereinafter: the “Controller”) processes your personal data in compliance with Polish and European laws.

The Controller ensures personal data security, namely confidentiality, availability, and integrity of personal data, as well as accountability of the Controller’s activities. In order to ensure that our processing is transparent to you, in this privacy policy we set out the most important information regarding the Controller’s processing of personal data pursuant to 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, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter the “GDPR”).

DATA CONTROLLER

The Controller, namely the entity which determines the purposes and means of the processing of personal data, is **DS Stream sp. z o.o.** with the registered office in Warsaw (03-840) at ul. Grochowska 306/30. In respect of issues regarding the processing of your personal data you may also contact us by email at: hello@dsstream.com.

Paying special attention to the protection of personal data, **DS Stream sp. z o.o.** appointed a data protection officer (the “DPO”), Mr Maciej Kaczmarek, who may be contacted by email at: iod@dsstream.com. The Controller encourages you to contact the DPO if you have any doubts as to the processing of your personal data.

DATA COLLECTING AND PURPOSES OF THE PROCESSING OF DATA

Depending on the relationship between you and us, in the performance of our business functions we process personal data for various purposes and in various scopes:

1. Family members and accompanying persons of the Controller's employees and contractors

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of enabling you to participate in social benefits, namely notifying and confirming your right to the given social benefit (Article 6.1(c) and Article 9.2(b) of the GDPR),</p> <p>For the purpose of exercising your rights in the field of employment and social security and social protection law and carrying out the related legal obligations of the Controller (Article 6.1(c) and Article 9.2(b) of the GDPR),</p> <p>For the purpose of naming you as the contact person in case of emergency – in order to inform you about an emergency event (Article 6.1(f) of the GDPR),</p> <p>For the purpose of settlements, accounting, and financial reporting (Article 6.1(c) and (f) of the GDPR),</p> <p>For the purpose of the performance of other obligations arising from provisions of law (Article 6.1(c) of the GDPR),</p>	<p>Your personal data will be stored for a period that is necessary in order to achieve the purpose for which the data were collected, until the consent is withdrawn (if such consent has been given), for a period required by provisions of law or until the lapse of claim limitation periods – whichever of the said periods is longer.</p>	<p>If your personal data were not collected directly from you, they were provided to us by our employee or contractor. Your personal data are processed within the scope corresponding to the said purposes. Typical data required for such purposes comprise: name, surname, date of birth, address and PESEL personal identification number. For social security, a broader scope of data is required: NIP tax identification number, series and number of document, sex, citizenship, surname at birth, length of service under the specific conditions or of a specific nature, code of the degree of kinship/affinity, code of the disability level.</p>

<p>For the purposes specified in the consents to the processing of personal data – if such consents have been given (Article 6.1(a) of the GDPR, Article 9.2(a) of the GDPR).</p> <p>As well as for the purposes of other legitimate interests pursued by the Controller (Article 6.1(f) of the GDPR), among others, for the purpose of the establishment, exercise or defence of legal claims.</p>		
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2. Candidate employees or contactors

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of taking steps necessary in order to conclude the contract, at your request (Article 6.1(b) of the GDPR),</p> <p>Within the scope arising from provisions of law, including but not limited to the Labour Code – on the basis of Article 6.1(c) of the GDPR, for the purpose of carrying out the recruitment process,</p> <p>Where the Candidate provides data other than those required by provisions of law – on the basis of the Candidate’s consent, for the purpose of carrying out the recruitment process (Article 6.1(a) of the GDPR, and if a special</p>	<p>Your data will be processed for 3 months, and if you give consent to participating in future recruitment processes – until such consent is withdrawn.</p> <p>In case of reasonable information about possible claims, the personal data will be also stored until the claims limitation periods expire.</p>	<p>In principle, personal data are not collected other than from you. Exceptionally, with your prior consent, personal data were provided to us by recruitment specialists, as part of a referral system, or by persons providing credentials. The categories of personal data collected comprise: name, surname, contact details, information regarding education, employment history, and other data provided by you in the application documents, and in case of credentials – usually information about the candidate’s achievements during employment with the previous employer.</p>

<p>category of data is provided, also Article 9.2(a) of the GDPR),</p> <p>For the purpose of the legitimate interest pursued by the Controller consisting in the establishment, exercise or defence of legal claims (Article 6.1(f) of the GDPR, and if a special category of data is provided, also Article 9.2(f) of the GDPR),</p> <p>If additional consent is given – for the purpose of taking the candidate into account in future recruitment processes (Article 6.1(a) of the GDPR).</p> <p>If additional consent is given – for contact with persons named by the candidate as persons providing credentials (Article 6.1(a) of the GDPR),</p> <p>NOTE: If the candidate provides information exceeding the minimum scope of data as regulated by labour law, this constitutes an explicit action equal to giving consent to the processing of such data for the purpose of carrying out the recruitment process pursuant to Article 6.1(a) of the GDPR. Providing such information does not affect the possibility of participating in the recruitment process.</p> <p>Pursuant to Article 22¹ of the Labour Code: “§ 1. The employer requests the candidate employee to provide personal data</p>		
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<p>comprising: 1) name(s) and surname; 2) date of birth; 3) contact details named by such a person; 4) education; 5) professional qualifications; 6) employment history. § 2. The employer will request the personal data referred to in § 1.4-6 where necessary for work of a specific type or in a specific position.” This scope of data is required by default – the obligation to provide other data may result from detailed provisions of law.</p>		
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3. Employees

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of the performance of the employment contract (Article 6.1(b) of the GDPR),</p> <p>For the purpose of settlements, accounting, and financial reporting (Article 6.1(c) and (f) of the GDPR),</p> <p>For the purpose of exercising your rights in the field of employment and social security and social protection law (Article 6.1(c) and Article 9.2(b) of the GDPR),</p> <p>For the purpose of compliance with the Controller’s obligations arising from provisions of law –</p>	<p>Your data will be stored:</p> <p>for a period of 10 years from the end of the calendar year in which the employment relationship expired/was terminated, if the employment relationship was established no earlier than on 01.01.2019,</p> <p>for a period of 50 years from the end of the calendar year in</p>	<p>In principle we process the data which you provide.</p>

<p>including but not limited to labour law, which is also understood as obligations towards the Social Insurance Institution (ZUS), the Tax Office (US) or the National Health Fund (NFZ), obligations regarding health and safety at work, settlements regarding any and all receivables, archiving of personnel files (Article 6.1(c) and Article 9.2(b) of the GDPR),</p> <p>For the purposes specified in the consents to the processing of personal data – if such consents have been given (Article 6.1(a) of the GDPR, Article 9.2(a) of the GDPR).</p> <p>As well as for the purpose of the legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR):</p> <p>For the purpose of organising work in a way to enable full utilisation of working time, production control, and proper use of the working tools made available to the employee, including company cars,</p> <p>For the purpose of ensuring safety for persons staying at the organisation’s premises and protection of property (including by use of a video surveillance system, access control measures, and monitoring of e-mails),</p>	<p>which the employment relationship expired/was terminated, if the employment relationship was established before 01.01.2019.</p> <p>for a cooperation contract, a mandate contract, a contract for a specific task – until the expiry of the limitation period in respect of claims arising from the contract or the expiry of the data storage obligations arising from provisions of law, including but not limited to those regarding storage of accounting documents,</p> <p>until a reasoned objection is filed or until the consent is withdrawn where the basis for the processing of personal data is the legitimate interest of the controller or the data subject’s freely given consent,</p> <p>The video surveillance footage will be stored</p>	
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<p>For the purpose of organising social events and initiatives – if you express your wish to participate,</p> <p>For the purpose of performance of contracts with clients, business partners, and suppliers of the organisation,</p> <p>For the purpose of the establishment, exercise or defence of legal claims,</p> <p>For the purpose of marketing of products and services of the Controller and its partners – where the same arises from the legal relationship with the employee, e.g. from the consent to the processing of personal data in the form of the image, given under copyright law,</p> <p>For statistical purposes relating to the improvement of work efficiency, improvement of service quality and adapting the services to customers.</p>	<p>for up to three months, and where necessary for the purpose of the establishment, exercise or defence of legal claims – until the claims are finally satisfied or until the limitation period expires.</p>	
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4. Contractors

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of the performance of the contract between you and the Controller (Article 6.1(b) of the GDPR),</p>	<p>Your personal data will be stored until the expiry of the limitation periods regarding claims arising from the</p>	<p>In principle we process the data which you provide.</p>

<p>For the purpose of settlements, accounting, and financial reporting (Article 6.1(c) and (f) of the GDPR),</p> <p>For the purpose of the performance of other obligations arising from provisions of law (Article 6.1(c) and Article 9.2(b) of the GDPR),</p> <p>For the purposes specified in the consents to the processing of personal data – if such consents have been given (Article 6.1(a) of the GDPR, and for a special category of data also Article 9.2(a) of the GDPR).</p> <p>As well as for the purpose of the legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR):</p> <p>For the purpose of organising the cooperation in a way to enable full utilisation of working time and proper use of the working tools made available,</p> <p>For the purpose of ensuring safety of persons staying at the organisation’s premises and protection of property,</p> <p>For the purpose of organising social events and initiatives – if you express your wish to participate,</p> <p>For the purpose of performance of contracts with clients, business</p>	<p>contract between you and the Controller.</p>	
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<p>partners, and suppliers of the organisation,</p> <p>For the purpose of the establishment, exercise or defence of legal claims,</p> <p>For the purpose of marketing of products and services of the Controller and the Controller's partners – where the same arises from the legal relationship with the contractor, e.g. from the consent given under copyright law.</p> <p>For statistical purposes relating to the improvement of work efficiency, improvement of service quality and adapting the services to customers.</p>		
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5. Clients and persons appointed for the performance of the contract

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of the performance of a contract with the Client or in order to take steps prior to entering into a contract at the request of the Client expressed in any manner whatsoever, e.g. by filling in the contact form on the website (Article 6.1(b) of the GDPR – if you are a Client; Article 6.1(f) of the GDPR – if you are a person acting for or on behalf of the Client),</p>	<p>Your personal data will be stored until the expiry of the limitation periods regarding claims arising from the contract with the Client.</p>	<p>Personal data were collected from you, from the Client, or from the person liaising with us on behalf of the Client. Personal data are collected within the scope necessary in order to conclude and perform the contract, and usually comprise: name, surname, postal address, email address, telephone number, details of the order and details for the invoice. If the contract is concluded in a written form, we also process the PESEL personal identification</p>

<p>For the purpose of settlements, accounting, and financial reporting (Article 6.1(c) and (f) of the GDPR),</p> <p>For the purpose of the performance of obligations arising from provisions of law (Article 6.1(c) of the GDPR),</p> <p>For the purposes specified in the consents to the processing of personal data – if such consents have been given (Article 6.1(a) of the GDPR). Note: If data other than requested by the Controller or data designated as optional are provided, this constitutes an explicit action equal to giving consent to the processing of personal data for the purposes for which such data are provided.</p> <p>As well as for the purpose of the legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR):</p> <p>For the purpose of the establishment, exercise or defence of legal claims,</p> <p>For statistical purposes relating to the improvement of work efficiency, improvement of service quality and adapting the services to customers.</p>		<p>number or the number of the identity card. For transactions processed electronically – also the login, the password, and the purchase history and the activity history.</p>
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6. Business partners, suppliers and persons appointed for the performance of the contract

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of the performance of a contract with the Business Partner or in order to take steps prior to entering into a contract at the request of the Business Partner (Article 6.1(b) of the GDPR – if you are a Business Partner; Article 6.1(f) of the GDPR – if you are a person acting for or on behalf of a Business Partner),</p> <p>For the purpose of settlements, accounting, and financial reporting (Article 6.1(c) and (f) of the GDPR),</p> <p>For the purpose of the performance of other obligations arising from provisions of law (Article 6.1(c) of the GDPR).</p> <p>As well as for the purpose of the legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR):</p> <p>for the purpose of the establishment, exercise or defence of legal claims,</p> <p>for statistical purposes relating to the improvement of work efficiency, improvement of service quality and adapting the services to customers.</p>	<p>Your personal data will be stored for a period required by provisions of law or until the expiry of the limitation periods regarding claims arising from the contract with the Business Partner – whichever of the said periods is longer.</p>	<p>In principle we process the data which you provide. If you did not provide us with your data, we collected such data from our Business Partner or a person acting for or on behalf of our Business Partner. Personal data are collected within the scope necessary in order to conclude and perform the contract, and usually comprise: name, surname, postal address, email address, telephone number, details of the order and details for the invoice. For cooperation in an IT system – also the login, the password, and the cooperation history.</p>

7. Correspondents

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of correspondence and for the purpose of ensuring circulation and archiving of documents, which constitutes a legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR). Information about the purpose of the processing of data contained in the correspondence and the related legal basis are specified in other sections of the information clause (depending on the subject-matter of the correspondence).</p>	<p>In principle, the data are processed for the periods set out by provisions of law, and if no such periods are set out by law in respect of specific documents, for a period which falls within the legitimate interest pursued by the Controller regulated by the period of possible pursuing of claims. The storage period regarding data constituting the contents of correspondence depends however on the purpose of the processing of data to which the correspondence pertains (if the data deletion timeframes are different, it is stated in a separate information clause).</p>	<p>In principle we processes the data which you provide.</p>

8. Newsletter subscribers and addressees of marketing activities

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of the legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR) consisting in marketing of the Controller’s own products and services, and where explicit consent has been given – also products and services of firms cooperating with the Controller (Article 6.1(a) of the GDPR), using the following forms of communication:</p> <p>newsletter,</p> <p>voice calls (telemarketing),</p> <p>sending commercial communication (email),</p> <p>sending commercial communication (sms).</p> <p>For the purposes specified in the consents to the processing of personal data – if such consents have been given (Article 6.1(a) of the GDPR).</p> <p>For the purpose of the performance of obligations arising from provisions of law, including but not limited to the Telecommunication Law and the Act on Providing Services by Electronic Means (Article 6.1(c) of the GDPR).</p>	<p>Your personal data will be stored until the consent is withdrawn or until an objection is filed, namely until we are advised in any manner whatsoever that you do not wish to remain in contact with us and to receive information about our activities. Once you withdraw the consent or file an objection, your personal data may be stored for the purpose of demonstrating compliance with the legal obligations of the Controller and related claims.</p>	<p>If we did not collect the personal data directly from you, the source of such data is the entity which had at its disposal your consent to providing your data to the Controller, or another valid legal basis. In such case, your personal data comprise data necessary for various types of marketing activities (usually those are: name, surname, email address, telephone number and/or correspondence address).</p>

<p>Also for the purpose of the legitimate interest pursued by the Controller (Article 6.1(f) of the GDPR):</p> <p>For the purpose of the establishment, exercise or defence of legal claims,</p> <p>For statistical purposes relating to the improvement of work efficiency, improvement of service quality and adapting the services to customers.</p>		
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9. Users of the website of the organisation

Purpose and legal basis of the processing	Data storage period	If data are not collected from you – the source and categories of personal data
<p>For the purpose of ensuring the functionality of the website and facilitating the use of the website (Article 6.1(b) and (f) of the GDPR); details regarding <i>cookie</i> are set out herein below,</p> <p>For the purpose of performing contracts with the clients of the online store/ providing services by electronic means (Article 6.1(b) of the GDPR),</p> <p>Where applicable – for the purpose of settlements, accounting, and financial reporting (Article 6.1(c) and (f) of the GDPR),</p> <p>For the purpose of the performance of obligations arising</p>	<p>Your personal data will be stored until the consent is withdrawn or until an objection is filed, namely until we are advised in any manner whatsoever that you do not wish to remain in contact with us and to receive information about our activities. Once you withdraw the consent or file an objection, your personal data may be stored for the</p>	<p>In principle we process the data which you provide. If you did not provide us with your data, the source of such data is [the entity which had at its disposal your consent to providing your data to the Controller, or another valid legal basis]. In such case, your personal data comprise data necessary for the given type of marketing activities (usually those are: name, surname, email address, telephone number and/or correspondence address).</p>

<p>from provisions of law, including but not limited to the Telecommunication Law and the Act on Providing Services by Electronic Means (Article 6.1(c) of the GDPR).</p> <p>For the purpose of the legitimate interest pursued by the Controller consisting in marketing of the Controller’s own products and services (Article 6.1(f) of the GDPR), and where explicit consent has been given – also products and services of firms cooperating with the Controller (Article 6.1(a) of the GDPR), using the following forms of communication:</p> <ul style="list-style-type: none"> - newsletter, - voice calls (telemarketing), - sending commercial communication (email), - sending commercial communication (sms), - supplying personalised content and advertisements. <p>For the purposes specified in the consents to the processing of personal data – if such consents have been given (Article 6.1(a) of the GDPR).</p> <p>We also process personal data for the purposes of other legitimate interests pursued by the Controller, pursuant to Article 6.1(f) of the GDPR:</p>	<p>purpose of demonstrating compliance with the legal obligations of the Controller or until the expiry of claim limitation periods – whichever of the said periods is longer. If a contract is concluded with the Controller (e.g., with regard to providing services by electronic means or using the online store), your personal data will be processed for the duration of the contract, and after the termination of the contract until the expiry of limitation periods regarding claims arising from the contract.</p>	
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<p>For the purpose of the establishment, exercise or defence of legal claims,</p> <p>For statistical purposes relating to the improvement of work efficiency, improvement of service quality and adapting the services to customers.</p>		
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NOTE: There are also situations where our organisation is a data processor while the controller is the entity on whose behalf we process the data. In such a situation you will receive information about the processing from such a controller.

RECIPIENTS OF DATA

In relation to its business activity **DS Stream sp. z o.o.** will disclose personal data to the following entities:

- a) state authorities or other entities entitled under provisions of law – where necessary for the compliance with legal obligations,
- b) entities supporting us in our business upon our instruction, including but not limited to: external ICT system provides supporting our business, subcontractors, our auditors or experts, whereas such entities will process data on the basis of an agreement with the Controller and only on the Controller’s instruction,
- c) entities providing bookkeeping, HR or legal services – within the scope necessary in order to ensure the performance of legal obligations or in order to establish, exercise and defend legal claims,
- d) trade unions and employee mutual assistance and loan funds – where necessary in order to exercise employee rights or to comply with legal obligations,
- e) website users, users of social media, or other public – in case of valid legal basis to communicate the data to public,
- f) providers of services of destruction and archiving of documents and other data storage devices – within the scope in which such data are stored in a paper form or on such storage devices,
- g) courier and postal service providers – in case of correspondence,
- h) persons providing credentials – if such persons were named by the candidate,

- i) healthcare facilities – in case of a referral for occupational medical check-ups or in case of other circumstances requiring involvement of such healthcare facilities,
- j) clients of the organisation – where necessary in order to provide services to such clients,
- k) banks, insurance companies and other financial and payment institutions – where settlements are required,
- l) intermediaries, agents and attorneys acting on behalf of the organisation,
- m) firms preparing personalised clothing, ID badges or certificates,
- n) providers of security services, access control services and monitoring the use of work tools,
- o) companies conducting marketing activities,
- p) providers of utilities (energy, gas, heating, water, telecommunication),
- q) Krajowy Rejestr Długów Biuro Informacji Gospodarczej Spółka Akcyjna credit information bureau,
- r) training service providers,
- s) hotels and transport companies.

RIGHTS REGARDING THE PROCESSING OF DATA

Each person whose data are processed by the Controller has the following rights:

- a) the right of access to their personal data,
- b) the right to rectification of their personal data,
- c) the right to erasure of their personal data,
- d) the right to restriction of the processing of their personal data,
- e) the right to object to the processing of their personal data (pursuant to Article 21.1 of the GDPR; while filing the objection you should specify the grounds relating to your particular situation),
- f) the right to portability of your personal data.

More information about the rights of data subjects can be found in Articles 12-23 of the GDPR the contents of which are available at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32016R0679>

Furthermore, you have the right to lodge a complaint with the supervisory authority, namely the President of the Personal Data Protection Office [Polish: *Prezes Urzędu Ochrony Danych Osobowych*], more information is available at: <https://uodo.gov.pl/pl/p/skargi>.

VOLUNTARY NATURE OF PROVIDING THE DATA

Providing the data is necessary in order to conclude contracts and to settle the activities and for the Controller's compliance with legal requirements. Otherwise (including but not limited to the Controller's processing of data for marketing purposes) providing the data is voluntary.

TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

The data will be processed within the European Economic Area, namely in principle we do transfer data to third countries. A transfer to a third country may take place, however, in special situations, in particular in a situation where the transfer is necessary in order to perform a contract between the data subject and the controller or in order to take steps prior to entering into a contract upon request of the data subject, as well as where the transfer is necessary in order to conclude or to perform a contract concluded in the interest of the data subject between the controller and another natural or legal person.

AUTOMATED PROCESSING OF PERSONAL DATA

If your data are subject to automated decision-making which produces legal effects concerning you or similarly significantly affects you, such decisions will be made in accordance with the rules set out in the regulations, the contract or the consent clause which we will request you to give in a separate statement.

DETAILED INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA ON THE WEBSITE

Cookies

The only information that is collected by the website by automated means is the information contained in *cookies*.

The following types of *cookies* are used on the website:

- “essential” *cookies* which enable using the services available from the Website, e.g., authentication cookies used for services which require authentication on the Website; cookies used to ensure security, e.g. to detect frauds regarding authentication on the Website;
- “performance” *cookies* which enable collecting information on how the Website pages are used;

- “functionality” *cookies* which enable “remembering” the User’s settings and the User interface customisation, e.g. as regards the selected language or region from which the user originates, the font size, the website layout, etc.;
- “advertising” *cookies* which enable to deliver more targeted advertisements to the User.

Internet browsers (the website user’s software) allow storage of *cookies* on the terminal device by default, but the User can always change their internet browser settings regarding the use of *cookies*. Limiting the use of *cookies* may affect the Website functionality. Cookies placed on the website User’s terminal device may be also used by advertisers and partners cooperating with the website operator. The website operator informs that the entity responsible for placing cookies on the website user’s terminal device and having access to the same is the Controller. The Controller informs that the information about the way of handling the *cookies* is available in the settings of the software (the Internet browser). More information about cookies can be found in the “help” section of the Internet browser.

Each user who do not consent to the use of cookies is obliged to modify the settings of the Internet browser. **If the system configuration enables the use of cookies this means consent to the Controller’s storing the information referred to above** pursuant to Article 173.2 of the Act dated 16 July 2004 – the Telecommunication Law (Journal of Laws of 2017, item 1907 as amended)

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google Inc. (hereinafter: Google). Google Analytics uses cookies. The information about your use of the website generated by the cookies is usually transmitted to, and stored on, the Google server in the USA. Due to the activation of the IP anonymisation on the websites, however, Google will truncate your IP address beforehand within the member states of the European Union or in other states which are parties to the Agreement on the European Economic Area. In exceptional cases only, will the full IP address be sent to the Google server in the USA and truncated there. On behalf of this website operator, Google will use such information for the purpose of evaluating the user’s use of the website, to prepare reports regarding the website activity, and to provide other services regarding the website traffic and the Internet use, for the website operator. The IP address made available by Google Analytics will not be associated with other data held by Google.

The purpose of the processing of data is the evaluation of the website use and the compilation of reports regarding the website activity. On the basis of the website use and the Internet use other related services will be provided. The processing is based on the legitimate interest of the website operator.

Google Analytic collects data regarding IP addresses, web location, data of visit, operating system, type of browser. You can disable the storage of cookie by setting the browser software

accordingly; you should bear in mind, however, that if you do so you may be unable to use all the functions of the website to the broadest possible extent.

Furthermore, you can prevent Google's collection of data generated by cookie and data relating to the use of the website (including the IP address), as well Google's processing of such data, by downloading and installing the browser plug-in available at: <https://tools.google.com/dlpage/gaoptout?hl=pl> (Browser Add On), in order to disable Google Analytics.

Using Google Ads

Our website uses Google Conversion Tracking. If you have reached our website via an advertisement sent by Google, Google Ads will set a *cookie* on your computer. A tracking *cookie* is used where a user clicks on a Google advertisement. Such *cookies* will expire after 30 days and will not be used for personal identification. If the user visits some pages on our website and the *cookie* has not yet expired, we and Google will be able to recognise that the user has clicked on the advertisement and has been redirected to that page. Each Google Ads client receives a different *cookie*. *Cookies* cannot be tracked by websites of Ads advertisers. The information collected using a conversion *cookie* serve to generate conversation statistics for Ads advertisers who use such a functionality. The clients are informed only about the total number of users who clicked on the advertisement and were redirected to the website. They do not receive, however, any information that personally identify the users.

If you do not want your website traffic to be verified, change your browser settings, e.g. by disabling *cookies* from "googleleadservices.com".

Remember that you cannot resign from the use of *cookies* if you still wish to record measurement data. If you have deleted all *cookies* from your browser, you must set the respective *cookie* again.

You can find more information about cookies in the ***Cookies Policy***.

Using Google reCaptcha

In some cases we use the reCAPTCHA service provided by Google Inc. in order to ensure security of data in forms. This is especially useful for determining whether a submission is made by a human or whether it is an abuse consisting in a relevant software or a robot "pretending" to be a human. If IP anonymisation is activated on this website, however, Google will truncate your IP address within the member states of the European Union or in other states which are parties to the Agreement on the European Economic Area. In exceptional cases only, will the full IP address be sent to the Google server in the USA and truncated there. The service consists in sending to the eCAPTCHA service the IP address and all other data as required by Google. More information regarding the Privacy Policy of Google Inc. may be found [here](#).

Server logs

- Using the Website involves sending requests to the server on which the Website is hosted.
- Each request addressed to the server is recorded in the server logs. The logs comprise, among others, the User's IP address, the server date and time, information about the Internet browser and the operating system used by the User.
- Logs are saved and stored on the server.
- The data saved in the server logs are not associated with specific persons using the Website and are not used by the Controller in order to identify the User.
- The server logs facilitate the administration of the Website, and the contents of the logs are not disclosed other than to persons authorised to administer the server.

II. COOKIES POLICY

Welcome to our website. In order to ensure the users comfort we have prepared this cookies policy.

WHAT ARE COOKIES?

Cookies are small text files which are saved on the user's computer or smartphone while displaying our website. There are various types of cookies, and they fall into the following two groups:

- a) Essential cookies that are necessary in order to use our website.
- b) Other.

Essential cookies that are necessary in order to use our website serve, among others, to ensure its stable functioning (they measure the website traffic protecting against the website overload), to remember your privacy preferences, to fill in our on-line forms. Such cookies are used by default, which means that we save them on your computer or smartphone when you visit our website (pursuant to Article 173.3 of the Telecommunication Law).

Other cookies are used only if you consent to such use. They are discussed in more detail in the following sections of our Policy.

WHICH COOKIES DO WE USE?

Essential cookies – ensure the correct functioning of our website and its basic functions. You will not be able to use our online services without such cookies. Essential cookies are exempt from the requirement to obtain your consent (Article 173.3 of the Telecommunication Law).		
Name	Purpose	Storage period
cookieyes-consent	Remembers the users' preferences while using the website.	1 year
elementor	Enables to implement or change the website contents in real time.	Not stored

Functionality cookies – facilitate performing specific functions such as sharing the website contents in social media, collect opinions and remember the website settings.		
Name	Purpose	Storage period
lscache_vary	Prevents website caching.	2 days
cf_bm	Provides Cloudflare Bot Management service for Cloudflare.	30 minutes
Lidc	Facilitates data centre selection for LinkedIn.	1 day

UserMatchHistory	LinkedIn sets that cookie for the purpose of LinkedIn Ads ID syncing	1 month
li_gc	LinkedIn Ads ID syncing	5 months 27 days
__lc_cid	Proper functioning of the live chat box within the website.	1 year 1 month 4 days
lc_cst	Proper functioning of the live chat box within the website.	1 year 1 month 4 days
oauth_redirect_detector	Recognising visitors who use the live chat at different times in order to optimise the live chat box functionality.	Less than one minute

Analytics cookies – our website uses cookies provided by Google, LinkedIn. Analytics cookies enable tracking the number and sources of visits, thus enabling us to measure and to improve the performance of our website. This type of cookies allows us to understand which pages are most or least visited and to understand the visitors’ behaviour on our website. If you refuse to accept analytics cookies on your computer or smartphone, your visit will not be taken into account in our statistics, but it will not limit any functionalities of our website for you.

Name	Purpose	Storage period
ga*	Storing and counting page views in Google Analytics.	1 year 1 month 4 days
_ga	Google Analytics calculating data regarding visitors, sessions and campaigns and tracking the website use for the purpose of the website analytics report. The cookie stores the information anonymously and assigns a randomly generated number in order to recognise unique visitors.	1 year 1 month 4 days
_gid	Google Analytics storing information about how the visitors use the website, and creating an analytics report regarding the website performance. Some of the data collected comprise the number of visitors, their source, and pages which they visit anonymously.	1 day
_gat_gtag_UA_*	Storing the unique user ID.	1 minute
ln_or	LinkedIn recording statistical data regarding the users’ behaviour on the website for the purpose of internal analysis.	1 day
AnalyticsSyncHistory	Storing information about the time a syncing took place with the lms_analytics cookie in LinkedIn.	1 months
_gcl_au	Measuring advertisement performance on websites using the Google Tag Manager services.	3 months
_gat_UA-*	Google Analytics tracking user behaviour.	1 minute

Marketing cookies – we use marketing cookies in order to personalise the content delivered to you. Marketing cookies may be used in our advertising campaigns on third-party websites. If you accept marketing cookies in exchange you may receive information about our trusted partners’ websites on which you interacted with our advertisements. If you refuse to accept marketing cookies, general non-personalised advertisements only will be displayed. Similarly as in case of analytics cookies, if you reject marketing cookies on your computer or smartphone it will not limit any functionalities on our website.

Name	Purpose	Storage period
li_sugr	LinkedIn collecting data regarding user behaviour in order to optimise the website and to better target the website advertisements	3 months
bcookie	LinkedIn sets that cookie from LinkedIn share buttons and ad tags in order to recognise the browser IDs.	1 year
bscookie	LinkedIn storing user activity on the website.	1 year
test_cookie	doubleclick.net sets that cookie in order to determine whether the user’s browser supports cookies.	15 minutes

CONSENT TO COOKIES INSTALLATION

When you visit our website, a banner will be displayed to inform you that our website uses cookies. If you select the “Consent to all” option this will mean that you accept all cookies which are placed on our website and that you acknowledge to have read the information about cookies and their purposes, as well as about the events where data collected via cookies are transmitted to our partners.

Please bear in mind that your consent is not required for essential cookies since essential cookies ensure proper and uninterrupted functioning of our website. Essential cookies are exempt from the requirement to obtain your consent pursuant to Article 173.3 of the Telecommunication Law.

REFUSAL TO CONSENT TO COOKIES INSTALLATION

If you do not consent to saving our cookies on your device, please select the “Reject all” option. If you select that option all cookies other than technical essential cookies that are used on our website will be rejected.

MODIFYING COOKIES SETTINGS

You can manage your specific cookie preferences selecting the “Personalise” field on the cookies banner displayed.

You can change your consents any time by clicking on the blue-and-white button at the bottom left of our website.

AMENDMENTS TO THE COOKIES POLICY

We reserve the right to amend this cookies policy any time. Any amendments to the cookies policy will be published on our website.