

## **Privacy policy**

This document is the implementation of the Administrator's information policy towards users of the website at <https://remowings.com/> (hereinafter referred to as the "Website") and other persons contacting the Administrator, in all aspects of personal data processing and protection. We attach great importance to the protection, collection, processing and use of your personal data in accordance with applicable regulations.

### **1. Information on the Administrator and the collection of personal data**

1.1. The Administrator of the Website <https://remowings.com/> and the Administrator of your 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 April 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 (hereinafter the Regulation) is REMOWINGS limited liability company with its registered office in Łódź, address: Brukowa 12, 91-341 Łódź, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for Łódź, Commercial Court, XX Commercial Division of the National Court Register under the number KRS 0000830019, NIP 9472001655, REGON 385 594 550, share capital PLN 5,000.00 email: [hello@remowings.com](mailto:hello@remowings.com) (hereinafter the "Administrator").

1.2. The Administrator processes the personal data provided by you for the purposes necessary for the proper functioning of the Website, contact via the Website or otherwise, communication, including in matters of sending commercial information, concluding and performing contracts, including contracts for services provided electronically, performance of contracts on the Website, your use of the possibility of cooperation with the Administrator, services of the Administrator, accounting and financial reporting, pursuing claims, as well as for marketing and analytical purposes. For these purposes, the Administrator collects your personal data, such as: name and surname, e-mail address, telephone number, company name and other personal data provided in the course of contacting the Administrator or in the course of using the Website, including via the contact form, as well as personal data collected via cookies and the IP of the Website user's computer. In the case of concluding a contract, providing personal data is necessary to perform the contract, which also applies to the contract for the provision of electronic services related to the use of the Website, setting up an account on the Website, etc. If the data processing is optional, the data will be processed on the basis of consent, which will

result from the content of the consent granted. The data may also be processed on the basis of the legitimate interest of the Administrator.

1.3. The Administrator processes the personal data provided by you in the contact form in order to provide the service provided electronically - the contact form. For this purpose, the Administrator collects your personal data, such as: name, e-mail address, telephone number. Providing an e-mail address is necessary to answer an inquiry submitted via the contact form by electronic means. In the event of your request for telephone contact, it is also necessary to provide a telephone number. Processing is carried out on the basis of Art. 6 sec. 1 lit. b) Regulations.

1.4. The Website performs the functions of obtaining information and personal data about users and their behavior also by saving cookie files in end devices (so-called "cookies").

1.5. Personal data is stored and processed for no longer than is necessary for the purposes for which they were collected and used, in particular until the performance of the contract, including its settlement or the limitation of claims under the contract, for the time necessary to perform obligations arising from legal provisions (e.g. tax or accounting regulations), and in the case of consent - until its effective withdrawal (revocation).

1.6. Processing is based on:

a) Art. 6 sec. 1 lit. b) Regulations - in the field of personal data necessary to perform the contract, as well as in the field of personal data provided by you in order to take action at your request before the conclusion of the contract, e.g. for the purpose of contact before concluding the contract, answering questions, communication, etc.

b) art. 6 sec. 1 lit. c) Regulations - in the field of personal data, the processing of which is necessary to fulfill the legal obligation incumbent on the administrator, e.g. for the purpose of issuing invoices, as well as for the purposes of accounting and financial reporting

c) art. 6 sec. 1 letter f) of the Regulation - in the field of personal data, the processing of which is necessary for the purposes of the legitimate interests pursued by the Administrator, i.e. for the purposes of: sending commercial information, direct marketing, detecting and preventing fraud, assessing payment credibility, statistical analyzes and also pursuing claims or defending against claims.

d) Art. 6 sec. 1 letter a) of the Regulation - if consent is given, if the processing of data is optional.

1.7. The Administrator also uses the information contained in cookies to improve the functioning of the Website. They provide data on users' activity on the Website. The use of cookies is based on your consent. You can disable cookies at any time by changing the settings in your browser. The rules of use are set out in point 6 of this Privacy Policy

1.8. With regard to your personal data, the Administrator does not make automated decisions, decisions resulting from automated processing, including profiling within the meaning of the Regulation.

1.9. The administrator stores your personal data only for the period necessary to perform the contract, including pursuing claims and complying with the requirements resulting from applicable regulations, including tax regulations, as well as for the time necessary for other purposes of processing indicated in this Privacy Policy. In the case of personal data processed on the basis of your consent, the Administrator stores the personal data provided for the period necessary for the purpose of processing or until consent is withdrawn. After these periods, your personal data will be deleted.

## **2. Rights of the data subject**

2.1. You have the right to obtain from the Administrator confirmation whether he processes your personal data, the right to request access to this data and the right to obtain information from the Administrator regarding the purposes of processing and categories of personal data being processed, information about recipients or categories of recipients to whom personal data are disclosed, the planned period of personal data storage, the data source in the event that it has been collected not from the person to whom it relates, and the information whether the Administrator makes automated decisions towards the data subject, including, inter alia, based on profiling. You also have the right to obtain a copy of the data.

2.2. In addition, you have the right to request the rectification of personal data, the right to request the deletion of personal data, the right to request processing restrictions, the right to transfer data and the right to object to the processing. You can exercise these rights:

2.2.1. in relation to the request for data rectification: when your data is incorrect or incomplete;

2.2.2. in relation to the request to delete data: when your data will no longer be necessary for the purposes for which it was collected by the Administrator; you withdraw your consent to data processing; you object to the processing of your data; Your data will be processed unlawfully; the data should be deleted in order to comply with the legal obligation or the data has been collected in connection with the offering of information society services;

2.2.3. in relation to the request to limit the processing of data: when your data is incorrect - you may request the restriction of their processing for a period allowing the Administrator to check the correctness of this data; the processing of your data is unlawful, but you do not want it to be erased; Your data will no longer be needed by the Administrator, but you will need it to establish, assert or defend claims; or you have objected to the processing of data - until it is determined whether the legitimate grounds on the part of the Administrator override the grounds of objection;

2.2.4. in relation to the request for data transfer: when the processing of your data takes place on the basis of the consent or contract granted and when the processing is carried out in an automated manner;

2.2.5. with regard to the right to object: when the processing of your personal data is based on a legitimate interest, and the objection is justified due to your particular situation, and when your personal data is processed for direct marketing purposes, including profiling.

2.3. You also have the right to lodge a complaint with the supervisory authority if you believe that the processing of your personal data violates the provisions of the Regulation. In Poland, the supervisory body is the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw).

2.4. The implemented security procedures mean that before exercising your rights, we may ask for confirmation of your identity.

### **3. Consent to the processing of personal data**

3.1. In the event that the processing of data is optional, e.g. if the Administrator processes personal data that are not necessary for the performance of the service or contract, you always provide this data voluntarily, after you consent to the processing of the data provided.

3.2. Consent is given after reading this Privacy Policy. In this case, you consent to the collection and processing by the Administrator of the personal data provided by him for the purpose clearly indicated when giving consent, in the manner specified in the consent, e.g. by checking the appropriate box.

3.3. You can withdraw your consent at any time in the same way as consent was given.

3.4. In addition, you can always withdraw your consent by sending a declaration of consent withdrawal to the Administrator in the manner indicated in point 7 of this Privacy Policy.

3.5. Withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.

#### **4. Information on recipients / categories of recipients of personal data**

4.1. The Administrator may also partially use external service providers who process personal data on behalf of the Administrator, e.g. hosting service providers, e-mail service providers, entities that technically perform certain services - for example, payment services, servers that maintain servers or other entities, with which the Administrator cooperates in this respect, which in particular applies to the Administrator's staff and subcontractors and entities providing services to the Administrator. However, the transfer of data may only be used to perform their service. The administrator uses only the services of such entities that provide sufficient guarantees to protect the rights of data subjects. If the entities concerned are not independent administrators, and do not act on the basis of authorizations within the Administrator's structure, the processing of personal data by these entities takes place on the basis of written agreements concluded with the Administrator. These entities comply with the Administrator's guidelines and are subject to audits conducted by him.

4.2. The recipients of the data may also be authorized bodies, including state ones, upon their request

4.3. The administrator also has a fanpage on the Facebook website. Therefore, data in the form of first and last names may be collected and then made available to the operator of Facebook, and in this case, data processing is carried out in order to use the administrator's page on Facebook and marketing with the help of Facebook. The administrator also has accounts on websites and accounts on Instagram and Facebook, therefore personal data may be transferred to the operators of these websites to the extent necessary to use the Administrator's websites on these websites. The rules for processing the data referred to in this point, including those collected via cookies, also apply to other social networking sites, as well as sales platforms and similar tools (e.g. pipedrive.com) used by the Administrator.

4.4. Your data will not be transferred outside the EEA.

#### **5. Security of personal data**

5.1. The Administrator processes your personal data in accordance with the provisions of the Regulation, including appropriate technical and organizational measures to ensure the security

and appropriate confidentiality and integrity of personal data, including protection against unauthorized access, unauthorized modification, disclosure or destruction of this data.

## **6. Cookies policy**

6.1. The website uses cookies on websites related to the functioning of the website.

6.2. Cookie files (so-called "cookies") are IT data, in particular text files, which are stored on the Website User's end device and are intended for the use of the Website's pages. Cookies usually contain the name of the website they come from, the storage time on the end device and a unique number.

6.3. The entity that places cookies on the Website user's end device and accesses them is the Administrator.

6.4. Cookies are used for the following purposes:

a. creating statistics that help to understand how Website users use websites, which allows improving their structure and content;

b. maintaining the Website user's session (after logging in), thanks to which the user does not have to re-enter the login and password on each subpage of the Website;

6.5. The Website uses two basic types of cookies: session cookies and persistent cookies. Session cookies are temporary files that are stored on the user's end device until logging out, leaving the website or turning off the software (web browser). Persistent cookies are stored on the user's end device for the time specified in the cookie file parameters or until they are deleted by the user. There are also "analytical" cookies that collect information about the use of a given website, such as the pages visited by a given user and any error messages; they do not collect information that allows the identification of the user, and the collected data is aggregated in such a way that it becomes anonymous. Analytical cookies are used to improve the operation of the website. Cookies can also be "functional" files. 'Functional' cookies allow the website to remember all choices made on the pages (such as changing the font size, adjusting the page) and enable services such as adding comments on someone's blog.

6.6. Software for browsing websites (web browser) usually allows cookies to be stored on the user's end device by default. Website users can change the settings in this regard. The web browser allows you to delete cookies. It is also possible to automatically block cookies. Detailed information on this subject can be found in the help or documentation of the web browser.

6.7. Restrictions on the use of cookies may affect some of the functionalities available on the Website pages.

6.8. In accordance with the specific functionalities of Google Analytics, also the "cookie" files and the data contained therein may be used for marketing purposes, and the data contained therein may also be used for profiling. The operator of the Google Analytics service is Google Inc., 1600 Amphitheater Pkwy, Mountain View, CA 94043-1351 based in the USA. The user may object to the collection of data related to the use of information collected by Google Analytics, and the processing of this data by Google, and may also prevent such activities. To do this, download the browser add-on available here: [tools.google.com/dlpage/gaoptout](https://tools.google.com/dlpage/gaoptout), and then install it.

6.9. If the user does not want to receive cookies, he may change the browser settings. We reserve that disabling cookies necessary for authentication processes, security, maintaining user preferences may make it difficult, and in extreme cases may prevent the use of websites. In order to manage cookie settings, they must be changed in the settings of your web browser.

6.10. The web browser settings in the field of "cookies" are important from the point of view of consent to the use of "cookies" by the Website - in accordance with the law, such consent may also be expressed through the settings of the web browser.

6.11. Detailed information on changing the settings for "cookies" and their self-removal in the most popular web browsers is available in the help section of the web browser, for example:

- in the Chrome browser
- in the Firefox browser
- in the Microsoft Edge browser
- in the Opera browser
- in the Safari browser

## **7. Contact details. Final Provisions**

7.1. Before using the Website, the user is required to read this Privacy Policy.

7.2. This Privacy Policy does not apply to the rules for displaying third party advertisements on the website - in this regard, we recommend that you read the Privacy Policies of entities providing advertisements.

7.3. The Administrator has the right to change this Privacy Policy at any time by posting a new or amended version of this document on the Website. The Administrator also has the full right to make changes to the Website at any time, refrain from providing the Website, sell the Website to third parties.

7.4. All requests, requests, notifications, inquiries relating to the processing of personal data may be sent by e-mail to the following address: [hello@remowings.com](mailto:hello@remowings.com) or in writing to the following address: REMOWINGS spółka z ograniczoną odpowiedzialnością with its registered office in Łódź, address: Brukowa 12, 91-341 Łódź

As at 31.10.2021