

## APPENDIX TO PRIVACY POLICY

*The scope, purposes and duration of the processing of your data vary depending on which services you use on the Service. They may also result from the consents you have given and the manner and circumstances in which you have made contact with us. Therefore, we have divided this appendix into sections to help you understand how we may use your data depending on the type of relationship we have with you.*

In each section you will find information about:

- **categories of** your personal data that we process;
- **The purposes of** their processing;
- The legal **grounds for** processing your data;
- **period of** their use.

When you use certain services or promotional campaigns, you can also find detailed information about the processing of personal data in the terms and conditions of these services and campaigns.

### A. USE OF THE SITE

We have divided this appendix into two parts. Part A. USE OF THE SERVICE concerns information about your activity on the Service. In Part A of the appendix, we have separated the following sections:

USE OF THE SERVICE ..... 2

### PART B. OTHER OBJECTIVES

We may also process your personal data, including data collected in connection with your use of the Website, for other purposes. Such processing is always justified by legal requirements or our compelling interest. This group includes:

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## RETENTION PERIOD OF YOUR DATA

For each purpose of processing in the section, we have indicated the legal basis and the maximum period for retaining personal data. When this period expires, we will not use your data for the indicated purpose. However, this does not necessarily mean that we will delete them. We will keep your personal data for the longest of the terms that apply to them.

Therefore, to get full information about the processing of your data, please read all the sections that apply to you.

## A. USE OF THE SERVICE

1. When you view content on the Service, we may collect information about your activity using cookies. This allows us to properly display content to you on the Service and to analyze and improve our services.
2. In this regard, however, we do not collect information about you that directly identifies you, such as your name, phone number or e-mail address. We may, however, use:
  - **Device data** - such as operating system version and unique identifiers; the name of the network you are using; your IP address; device language settings, device brand and type, operating system and device version, browser type and version, and software information about your device, such as fonts, system and browser time zone, available video and audio formats;
  - **Login data** - technical details, including the Internet protocol address (IP address) of your device, time zone and operating system information. We also store information about your login (date of registration, date of last password change, date of last successful login) and the type of your web browser;
  - **Site activity data** - we collect information about your activity on the Site.
3. We described the types of cookies and your ability to manage your consent to their use in Section 10 of the Privacy Policy.
4. We use the information collected through cookies and similar technologies for various purposes described in the table below.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
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<b>Provision of services by electronic means</b> (to the extent of making available to users the content collected on the Website)	Necessity of the processing for the performance of the contract (Article 6(1)(b) of the RODO)	Until the expiration of the individual cookies described within the cookie banner.
<b>Analysis of user activity on the Website</b>	User consent (Article 6(1)(a) RODO) for the use of cookies and other technologies	Until the expiration of the individual cookies described within the cookie banner, or until you withdraw consent or delete the cookie from your device (if you do so before the cookie expires)

## B. OTHER OBJECTIVES

### HANDLING OF NOTIFICATIONS AND CONTACT FORM

1. We collect data that you provide to us via the contact form. We process personal data obtained from the contact form solely for the purpose of identifying the sender and responding to you, including sending you a commercial offer upon your request.
2. If you contact us by phone or e-mail, we collect all the information you choose to provide during the conversation or during correspondence with our employees or representatives.
3. In connection with the handling of requests, applications and complaints submitted through the available contact channels, including the contact form, we process your data for the purposes described in the table below.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
<b>Handling user requests, applications and complaints</b>	Legitimate interest of the administrator (Article 6 (1) (f) RODO) consisting in protecting its rights and	Until the handling of the request is completed.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
	<p>the rights of users of the Service</p> <p>In the case of complaint handling - the necessity of processing for the performance of the contract ( Article 6(1)(b) RODO)</p>	

**ANALYTICS AND SERVICE QUALITY IMPROVEMENT.**

1. In order to provide you with the convenience of using the Service and new useful functionalities, we are constantly working on the development of our services. To this end, we may conduct various analyses, tests and surveys using information about your activity on the Service.
2. We may contact you from time to time to conduct a satisfaction survey to determine your satisfaction with the quality of our services.
3. The rules for processing the information described in this chapter are described in the table below.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
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<b>Improve service quality and user experience</b>	The legitimate interest of the administrator (Art. 6 (1) (f) RODO) consisting in conducting analyses of users' activity on the Website, in order to improve the functionalities used	Until you effectively object to the processing of your data
<b>Development of new functionalities</b>	The legitimate interest of the administrator (Art. 6 (1) (f) RODO) consisting in adapting the functionality of the Service to users' needs and business needs	Until you effectively object to the processing of your data
<b>Satisfaction survey</b>	Legitimate interest of the administrator (Article 6(1) lit. f RODO) consisting in improving the quality of services provided	Until you effectively object to the processing of your data

#### SECURITY AND PROTECTION OF RIGHTS

1. To administer and protect the Service, we use unique device identifiers. We use this information for diagnostics, data analysis, testing, fraud prevention, fraud response, information systems maintenance, support, reporting, and data hosting, among other purposes.
2. We may also use your data to establish, assert and defend against claims for specific services.
3. In terms of security, we process your data for the purposes described in the table below.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
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<b>Ensuring the security of the Service</b>	Legitimate interest of the administrator (Article 6(1)(f) RODO) consisting in ensuring the security of the site	Device metadata – can be provided on request.
<b>Determination and enforcement of claims or defense against claims</b>	Legitimate interest of the administrator (Article 6(1) lit. f RODO) consisting in protecting its rights	For the period necessary to establish or defend against a specific type of claim, but no longer than until the statute of limitations for the specific claim has expired

#### MARKETING AND COMMERCIAL COMMUNICATION

1. We will use your email address to send you direct marketing and commercial communications in the form of a newsletter (via email). We will do this only if you give us your consent by filling in the appropriate field on the Service or otherwise. You may withdraw your consent at any time.
2. You can ask us not to send you marketing and commercial communications by clicking on the opt-out link in the email sent to you. If you have problems opting out, please contact us via the [Contact Form](#).
3. We use your contact and business information to promote our services and encourage you to establish or develop a business relationship with us. If we have obtained your data from publicly available sources or third parties, we will take appropriate steps to inform you of the rules for processing your data and to obtain your appropriate consent for remote marketing contacts. We will also provide you with the opportunity to object to the processing of your data for such purposes.
4. If you represent entities that cooperate or wish to cooperate with us, or if you are a representative of the media or government bodies, we use your data to conduct correspondence, establish business cooperation, execute contracts concluded by your company or organization with us, as well as handle requests or matters related to tasks that government bodies perform.
5. As part of our marketing activities, we process your data for the purposes indicated in the table below.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
<b>Establish business relationships with business entities</b>	Legitimate interest of the administrator (Article 6(1) (f) of the RODO) consisting of marketing a product or service	Until you make an effective objection
<b>Sending direct marketing and sales messages via e-mail (newsletter)</b>	Legitimate interest of the administrator (Article 6(1) (f) RODO) in connection with the consent given for a specific marketing communication channel	Until you withdraw your consent to receive communications or information (under the provisions of the Electronic Services Act or the Telecommunications Law) or express an effective objection to the processing of your data

#### PROMOTIONAL ACTIONS AND COMPETITIONS

1. If you decide to participate in a contest or promotional campaign organized by us, we will use your data to carry it out. We have indicated the purposes of processing your data in this regard in the table below. However, the regulations of individual events may indicate other purposes or processing periods, and you will also find more detailed information in them.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
<b>Enabling participation in a contest or promotional campaign (which are not in the nature of a public promise)</b>	Necessity of the processing for the performance of the contract (Article 6(1)(b) of the RODO)	Until the end of the contest or promotional campaign

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
<b>Enabling participation in a competition or promotional campaign (which are in the nature of a public promise)</b>	Legitimate interest of the administrator (Article 6(1) (f) of the RODO) consisting in the performance of obligations arising from making a public pledge, organizing contests or similar actions	Until you effectively object to the processing of your data

#### SOCIAL NETWORKS

1. If you observe our profiles on social networks or interact (comment, share or "react") with our posts, we will use your data in order to inform you through the respective portal about our activities and to promote various events, products or services. We have indicated the purposes of processing your data in this regard in the table below.

PURPOSES OF PROCESSING	LEGAL BASIS FOR PROCESSING	DATA RETENTION PERIOD
<b>Maintaining a profile on a social network (Facebook, LinkedIn)</b>	Legitimate interest of the administrator (Article 6(1) (f) RODO) to promote the administrator's own brand.	Until you effectively object to the processing of your data