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### **I. Scope and purpose of personal data processing**

Personal data you provide us with in connection with the use of websites belonging to

YOUR DATA

, which is the controller of such data within the meaning of the Personal Data Protection Act of 29 August 1997 (consolidated text: Journal of Laws 2002, No. 101, item 926 as amended).

Personal data that you entrust us with, in particular name, surname, address, e-mail address, telephone number, are processed:

1. to the extent necessary for the correct implementation of services provided electronically and orders placed by you;
2. in order to consider complaints that you submit
3. if you have subscribed to the newsletter, your personal data will also be processed by us for the purpose of providing information about our offer.

Providing personal data is voluntary, however, the lack of consent to the processing of personal data by us may prevent us from providing you with services electronically.

By entrusting us with your personal data, you have the right to inspect them, the right to request their update and the right to request their deletion. If you would like to unsubscribe from the newsletter, you can do so by requesting it by e-mail or telephone. Information on how to unsubscribe from the newsletter is also indicated in the footer of each newsletter.

### **II. Safety rules**

YOUR DATA ensures the security of personal data thanks to appropriate technical and organisational measures aimed at preventing unlawful data processing as well as its accidental loss, destruction and damage. In addition, we take special care in order to ensure that the personal information is:

- correct and lawfully processed,
- obtained only for specific purposes and not processed further in a manner incompatible with these purposes,
- adequate, relevant and not redundant,
- accurate and up to date,
- processed in accordance with the rights of the data subjects, including the right to reserve access,
- safely stored,
- not transferred without proper protection.

### **III. Technical information**

## Technical information – cookies

When you use YOUR DATA website, small files (in particular text files) are saved on your end device (computer, smartphone, tablet, etc.), which contain information necessary for the proper use of the website, the so-called cookies. Thanks to cookies, it is possible to collect statistical data on the website, which allows us to develop the website in accordance with the preferences of our customers.

Cookies do not contain data that identifies you, it is not possible to determine anyone's identity based on them. These files are in no way harmful to your device and do not change its settings or the settings of the software installed on it. The content of these files can only be read by the server that created them.

When using YOUR DATA website, we use two types of cookies: session and permanent. Session files are temporary files that are stored on your device until you leave the website or close your browser. Permanent files are stored on your device for the time specified in the parameters of these files or until you delete them.

What cookies do we use?

- a) Files necessary for the operation of the website. Without saving them on your device, the use of the website is impossible.
- b) Statistical files – they allow us to collect statistical information on the way the website is used
- c) Social network files – enabling the integration of social networks (among others Facebook, Google+, Pinterest) that you use, with the website.

How can you object to the installation of cookies by using your browser settings?

The vast majority of browsers accept cookies by default in order to provide Users with the convenience of using the website and displaying its content correctly. A User who does not want cookies to be installed on his telecommunications end device may object to the installation of cookies in the following way:

In the Internet Explorer browser, you need to:

select "Tools / Internet Options" from the main menu, and then in the "Privacy" section select "Advanced" and disable cookies.

In the Mozilla Firefox browser, you need to:

- select "Tools" from the menu, then "Options" and specify the privacy level in the "Privacy" section.

In the Opera browser, you need to:

- select "Tools" from the menu, in "Preferences" choose "Advanced" and then "Cookies".

In the Google Chrome browser, you need to:

- select "Options" from the menu on the right side and then "Advanced" and "Cookie settings".

The above types of browsers are indicated as examples. Due to the large variety of browsers used by Users, there may be some differences in such a way they are set, which would prevent the installation of cookies. Usually, information regarding cookies can be found in the "Tools" or "Options" menu. More detailed information in this regard can usually be found on the website of the browser developer.

### **Other technical information**

Your personal data is stored in a database, to which technical and organisational measures have been applied in order to ensure the protection of the processed data in accordance with the requirements set out by generally applicable laws concerning the protection of personal data, including the ordinance of the Minister of Internal Affairs and Administration of 29 April 2004 on personal data processing documentation as well as technical and organisational conditions that should be met by devices and IT systems used to process personal data (Journal of Laws No. 100, item 1024). Only persons authorised by the data controller have access to the database.