

Personal Data Protection Policy

The privacy policy describes the rules for the processing of information about you, including personal data and cookies, i.e. cookies.

1. General information

1.1. This policy applies to the Website operating at the url address: **www.wefacilitate.eu**

1.2. The website operator and the personal data administrator is: Artur Kasza Powstańców 47/34, 05-91, Ząbki, Poland

1.3. The operator's e-mail contact address: artur@wefacilitate.eu

1.4. The operator is the administrator of your personal data in relation to the data provided voluntarily on the website.

1.5. The website uses personal data for the following purposes:

- Running a newsletter
- Conducting online chat conversations
- Handling inquiries via the form
- Implementation of ordered services
- Presentation of the offer or information

1.6. The website obtains information about users and their behaviour in the following way:

- Through data entered voluntarily in forms, which are entered into the Operator's systems.
- By saving cookie files in end-devices (so-called "cookies").

2. Selected methods of data protection used by the Operator

2.1. The places of logging in and entering personal data are protected in the transmission layer (SSL certificate). As a result, personal data and login data entered on the website are encrypted on the user's computer and can only be read on the target server.

2.2. In order to protect data, the Operator regularly makes backup copies.

2.3. An important element of data protection is regular updating of all software used by the Operator to process personal data, which in particular means regular updates of programming components.

3. Hosting

3.1. The website is hosted (technically maintained) on the operator's server: linuxpl.com

3.2. Registration data of the hosting company: H88 S.A. with its seat in Poznań, Franklin Roosevelt 22, 60-829 Poznań, entered into the National Court Register by the District Court Poznań - Nowe Miasto and Wilda in Poznań, 8th Commercial Division of the National Court Register under the number KRS 0000612359, REGON 364261632, NIP 7822622168, share capital PLN 210,000.00 fully paid up.

3.3. At <https://linuxpl.com> you can learn more about hosting and check the privacy policy of the hosting company.

3.4. Hosting company:

- applies measures to protect against data loss (e.g. disk arrays, regular backups),
- applies adequate measures to protect the processing sites in the event of a fire (e.g. special fire extinguishing systems),
- uses adequate measures to protect processing systems in the event of a sudden power failure (e.g. dual power lines, aggregates, UPS voltage support systems),
- applies means of physical protection of access to data processing sites (e.g. access control, monitoring),
- applies measures to ensure appropriate environmental conditions for servers as elements of the data processing system (e.g. environmental conditions control, specialized air-conditioning systems),
- uses organizational solutions to ensure the highest possible level of protection and confidentiality (training, internal regulations, password policies, etc.),
- appointed the Data Protection Officer.

3.5. The hosting company keeps logs at the server level to ensure technical reliability. The following may be saved:

- resources defined by the URL identifier (addresses of the requested resources - pages, files),
- the time of the inquiry,
- the time of sending the answer,
- name of the client's station - identification carried out by the HTTP protocol,

- information about errors that occurred during the implementation of the HTTP transaction,
- URL address of the page previously visited by the user (referrer link) - in the case when the Website was accessed via a link,
- information about the user's browser,
- information about the IP address,
- for diagnostic information related to the process of self-ordering services through recorders on the website,
- information related to the handling of e-mail addressed to the Operator and sent by the Operator.

4. Your rights and additional information on how to use the data

4.1. In some situations, the Administrator has the right to transfer your personal data to other recipients, if it is necessary to perform the contract concluded with you or to fulfil the obligations incumbent on the Administrator. This applies to the following groups of recipients:

- hosting company on an entrustment basis
- couriers
- postal operators
- law firms and debt collectors
- payment operators
- operators of online chat solutions
- authorized employees and associates who use the data to achieve the purpose of the website
- companies providing marketing services to the Administrator

4.2. Your personal data processed by the Administrator for no longer than it is necessary to perform the related activities specified in separate regulations (eg on accounting). With regard to marketing data, the data will not be processed for more than 3 years.

4.3. You have the right to request the Administrator:

- about access to your personal data,
- to correct them,
- for removal,
- for processing restrictions,
- and data portability.

4.4. You have the right to object to the processing indicated in point 3.3 c) to the processing of personal data in order to perform the legitimate interests pursued by

the Administrator, including profiling, while the right to object may not be exercised if there are valid legally justified grounds for processing, overriding interests, rights and freedoms, in particular for establishing, investigating or defending claims.

4.5. The Administrator's actions may be appealed against to the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.

4.6. Providing personal data is voluntary, but necessary to operate the Website.

4.7. In relation to you, actions may be taken consisting in automated decision making, including profiling in order to provide services under the concluded contract and for the purpose of conducting direct marketing by the Administrator.

4.8. Personal data is not transferred from third countries within the meaning of the provisions on the protection of personal data. This means that we do not send them outside the European Union.

5. Information in the forms

5.1. The website collects information provided voluntarily by the user, including personal data, if provided.

5.2. The website may save information about connection parameters (time stamp, IP address).

5.3. The website, in some cases, may save information facilitating the linking of data in the form with the e-mail address of the user filling in the form. In this case, the user's e-mail address appears inside the url of the page containing the form.

5.4. The data provided in the form are processed for the purpose resulting from the function of a specific form, eg to process the service request or commercial contact, service registration, etc. The context and description of the form each time clearly informs what it is used for.

6. Administrator logs

6.1. Information on the behaviour of users on the website may be subject to logging. These data are used to administer the website.

7. Relevant marketing techniques

7.1. The operator uses statistical analysis of website traffic through Google Analytics (Google Inc. based in the USA). The operator does not provide personal data to the operator of this service, but only anonymised information. The service is based on the use of cookies on the user's end device. In terms of information about user preferences collected by the Google advertising network, the user can view and edit

information derived from cookies using the tool:

<https://www.google.com/ads/preferences/>

7.2. The operator uses a solution that examines user behaviour by creating heat maps and recording behaviour on the website. This information is anonymized before it is sent to the service operator so that it does not know what natural person it concerns. In particular, entered passwords and other personal data are not subject to recording.