

1 GENERAL PROVISIONS

1.1 This document determines the principles of personal data processing and protection in reference to Wimerton Pruszyńscy Spółka Jawna.

1.2 The administrator of Customers' personal data (Personal Data) is Wimerton Pruszyńscy Spółka Jawna with its registered office in Suwałki, at ul. Klonowa 40/73, 16-400 Suwałki, e-mail: email@wimerton.com, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court in Białystok, 13th Commercial Division of the National Court Register under KRS number 0000640676, with NIP number (Tax Identification Number) 8442358122, REGON number (Business Activity Number) 365589412, with the registration number BDO (Product Database Number) 000011679.

1.3 Personal Data covered by the Privacy Policy constitute information concerning an identified or identifiable natural person to whom these data relates, namely, individual who can be directly or indirectly identified, in particular on based on a property such as: name and surname, identification number, data concerning its location, internet identifier or one or more characteristic features defining the physical, physiological, genetic, psychological, economic, cultural or social identity of a particular natural person.

1.4 Wimerton Pruszyńscy Spółka Jawna processes Personal Data observing applicable regulations, in particular Polish law and Regulation issued by the European Parliament and the Council (EU) 2016/679 passed on the 27th of April 2016 on the protection of individuals with regard to the processing of personal data and on the free the flow of the aforementioned data and the repeal of Directive 95/46/EC (general regulation on data protection, GDPR).

1.5 According to the Privacy Policy, processing is to be understood as a operation or set of operations performed on Personal Data or Personal Data bases in an automated or non-automated manner, these operations include collecting, recording, organizing, ordering, storing, adapting or modifying, downloading, browsing the data.

2 THE SCOPE AND OBJECTIVE OF THE COLLECTED DATA

2.1 Personal Data are processed by the Administrator in order to enable the use of Wimerton Pruszyńscy Spółka Jawna services, namely, in order to:

1. conclude an agreement, in particular the submission and realization of the Order/Booking;
2. realization of the Service Provider's obligations, in particular complaints regarding concluded agreements;
3. preparing and presenting offers adjusted to the interests and needs of persons whose Personal Data relate to and to receive commercial information;

2.2 In order to:

1. conclude agreements, in particular the submission and realization of the Order/Reservation, the following Personal Data are processed: name and surname, address (street, house number, city with postcode), contact telephone number, order number or any other data obtained while contacting the Customer;
2. fulfilling the obligations as a Service Provider, in particular while recognizing the complaint, the following Personal Data are processed - name and surname, e-mail address, telephone number, address (street, house number, city with postcode), order number, bank account number or other data obtained while contacting the Customer.

3 LEGAL GROUNDS FOR THE PROCESSING OF PERSONAL DATA

3.1 The legal grounds for the processing of Personal Data include:

1. the consent of the person whose Personal Data are being processed;
2. necessity to perform agreements or to take action requested by the person whose Personal Data is being processed before the conclusion of the agreement;
3. necessity to fulfil the legal obligation of the Service Provider.

4 TERM OF PERSONAL DATA PROCESSING

4.1 Personal Data shall be stored for billing purposes for a period of maximum 5 years, starting from the end of the calendar year in which the payment deadline as regards the tax related to the sales agreements expired. As regards the remaining scope, legitimate purposes of processing Personal Data shall be stored for as long as there are legal grounds for their processing, unless the applicable law requires a longer period of their storage. At the end of the aforementioned period, one's personal data shall be deleted or anonymized.

5 VOLUNTARY CHARACTER OF PERSONAL DATA PROVISION

5.1 Provision of Personal Data is voluntary. Nevertheless, it is necessary for one or more purposes of processing Personal Data as indicated in point 2.2 and the Service Provider shall not be able to implement these purposes in the absence of Personal Data.

6 RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

6.1 The Service Provider reserves the right to disclose selected Personal

Data to the competent authorities or to third parties who submit a request for obtaining such information if it results from appropriate legal grounds and takes place in accordance with the applicable law.

7 RIGHTS AND OBLIGATIONS OF THE PERSON WHOSE PERSONAL DATA ARE PROCESSED

7.1 Each Customer has the right to:

1. access to its Personal Data, the right to rectify them, delete them and the right to request limitation of processing;
2. object to the processing of Personal Data, withdraw consent to the processing of Personal Data in reference to one or more of the purposes for which these data were provided, at any time without affecting the legality of the processing conducted based on consent prior to its withdrawal and the right to transfer one's Personal Data.

7.2 In order to exercise the rights referred to in point 7.1 a) above, please send an e-mail to: m.pruszyńska@wimerton.com.

7.3 In order to exercise the rights referred to in point 7.1 b) above, please send an e-mail to the following e-mail address: m.pruszyńska@wimerton.com entering the word OBJECTION or WITHDRAWAL OF CONSENT in subject line or send a written information on withdrawal of consent to receive commercial information to the address of the Service Provider: WIMERTON Pruszyńscy Spółka Jawna 16-400 Suwałki, ul. Klonowa 40/73 with an annotation PERSONAL DATA.

7.4 If the Customer provides access to any personal data of other people (including their name, address, telephone number or e-mail), it can be done only if such conduct does not breach the applicable law and personal rights of such persons.

7.5 Every Customer has the right to file a complaint address to the body supervising the processing of Personal Data.

8 PERSONAL DATA PROTECTION

8.1 The Service Provider declares that it aims at ensuring a high level of security as regards services provided by Wimerton Pruszyńscy Spółka Jawna and for that reason:

1. uses the technical and organizational measures required by law, in particular as regards the protection of processing Personal Data;
2. shall undertake measures to ensure: (I) the ability to continuously ensure the confidentiality, integrity, availability and endurance of processing systems and services; (II) the ability to restore and access the Personal Data quickly in case of a physical or technical incident; (III) regular testing, measuring and evaluating the effectiveness of technical and organizational measures aimed at ensure the security of processing.

8.2 Any events which can affect the security of the transmission of information, data, including suspicion of sharing files containing viruses and other files of a similar nature or other than files connected to destructive mechanisms should be reported to the Service Provider using the email address: m.pruszyńska@wimerton.com and entering NOTIFICATION in the title.

9 FINAL PROVISIONS

9.1 As regards matters not regulated by this Privacy Policy, the law concerning the processing of Personal Data, including GDPR, shall apply.