Privacy policy

The privacy policy describes the rules by which we process information about you, including personal data and cookies.

1. General information

- 1. This policy applies to the Website operating under the url address: www.fama-gniew.pl
- 2. The website operator and personal data processor is: Fama Sp. z o. o. ul. Przemysłowa 1, 83-140 Gniew
- 3. Operator's e-mail address: administrator@fama-gniew.pl
- The Operator is the Data Processor of your personal data in relation to the data provided voluntarily on the Website.
- 5. The website uses personal data for the following purposes:
 - Online chat conversations
 - Query handling using the form
 - Implementation of ordered services
 - Presentation of the offer or information
- 6. The website gathers information about users and their behaviour in the following ways:
 - 1. By data voluntarily entered in forms that are entered into the Operator's systems.
 - 2. By saving cookie files in end devices.

2. Selected methods of data protection used by the Operator

1. The places of logging in and entering personal data are protected in the transmission layer (SSL certificate).

Thanks to this, personal data and login data entered on the website are encrypted on the user's computer and can be read only on the target server.

- 2. User passwords are stored in a hash form. The hash function works in one direction it is not possible to reverse its operation, which is now a modern standard in the field of storing user passwords.
- 3. The operator periodically changes its admin passwords.
- 4. To protect data, the Operator regularly makes backup copies.
- An important element of data protection is the regular update of all software used by the Operator to process personal data, which in particular means regular updates of programming components.

3. Hosting

- 1. The website is hosted (technically maintained) on the operator's server: futurehost.pl
- Registration data of the hosting company: H88 S.A. with its registered office in Poznań, Franklin Roosevelt 22, 60-829 Poznań, entered into the National Court Register by the District Court in Poznań - Nowe Miasto and Wilda in Poznań, VIII Commercial Department of the National Court Register under the number KRS 0000612359, REGON (National Business Registry Number) 364261632, NIP (Tax-ID) 7822622168, share capital 210,000.00 PLN fully paid up.
- 3. At https://futurehost.pl you can learn more about hosting and check the hosting company's privacy policy.
- 4. Hosting company:
 - o uses measures to protect against data loss (e.g. disk arrays, regular backups),
 - applies adequate measures to protect processing sites in the event of fire (e.g. special fire extinguishing systems),
 - applies adequate measures to protect processing systems in the event of a sudden power failure (e.g. double power paths, aggregates, UPS voltage support systems),
 - applies physical protection measures to access to data processing sites (e.g. access control, monitoring),
 - applies measures to ensure appropriate environmental conditions for servers as system components
 of data processing (e.g. environmental conditions control, specialized air-conditioning systems),
 - applies organizational solutions to ensure the highest possible level of protection and confidentiality (training, internal regulations, password policies, etc.),
 - o appoints a Data Protection Officer.

- 5. The hosting company maintains logs at the server level to ensure technical reliability. What can be saved:
 - o resources specified by URL identifier (addresses of requested resources pages, files),
 - o time of receipt of the inquiry,
 - response time,
 - o name of the client station identification made by the HTTP protocol,
 - o 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 it happened via a link,
 - o information about the user's browser,
 - o information about the IP address,
 - o diagnostic information related to the process of self-ordering services through recorders on the website,
 - o information related to the handling of electronic mail addressed to the Operator and sent by the Operator.

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

1. In some situations, the Data Processor 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 Data Processor.

This applies to the following groups of recipients:

- o hosting company based on entrustment
- o operators of online chat solutions
- o authorized employees and associates who use data to achieve the purpose of the proper site functioning
- companies providing marketing services to the Data Processor
- Your personal data processed by the Data Processor for no longer than is necessary to perform related activities specified in separate regulations (e.g. accounting). With regard to the marketing data, the data will not be processed for more than 3 years.
- 3. You have the right to request from the Data Processor:
 - o access to personal data concerning you,
 - o correcting them,

- o deleting them,
- o set processing restrictions,
- and transferring the data.
- 4. You have the right to object to the processing indicated in point 3.3 c) to the processing of personal data for the purpose of exercising legally justified interests pursued by the Data Processor, including profiling, however, the right to object cannot be exercised if there are valid legitimate grounds for the processing of interests, rights and freedoms overriding you, in particular the determination, exercise or defence of claims.
- The Data Processor's actions may be appealed to the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.
- 6. Providing personal data is voluntary, but necessary to operate the Website.
- In relation to you, actions may be taken that involve automated decision making, including profiling to provide services under the concluded contract and for direct marketing by the Data Processor.
- 8. Personal data is not transferred to 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 on forms

- 1. The website collects information provided voluntarily by the user, including personal data, if they are provided.
- 2. The website may save information about connection parameters (time, IP address).
- 3. In some cases, the website may save information that makes it easier to link data in the form to the email address of the user completing the form. In this case, the user's email address appears inside the url of the page containing the form.
- 4. The data provided in the form is processed for the purpose resulting from the function of a specific form, e.g. to process the service request or business contact, service registration, etc. each time the context and description of the form clearly indicates what it is used for.

6. Admin Logs

 Information on user behaviour on the website may be subject to login. These data are used to administer the site.

7. Important marketing techniques

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

8. Information about cookies

- 1. The website uses cookies.
- Cookie files are IT data, in particular text files, which are stored on the Website User's end device and are intended for using the Website's pages. Cookies usually contain the name of the website from which they originate, their storage time on the end device and a unique number.
- 3. The entity placing cookies on the Website User's end device and accessing them is the Website operator.
- 4. Cookies are used for the following purposes:
 - 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;
 - 2. achieving the goals set out above in the "Important marketing techniques" section;
- 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 parameters or until they are deleted by the User.
- 6. Software for browsing websites (web browser) usually allows by default storing cookies on the User's end device. 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 is provided in the help section or documentation of the web browser.

- 7. Restrictions on the use of cookies may affect some of the functionalities available on the Website.
- Cookies placed on the Website User's end device may also be used by entities cooperating with the Website operator, in particular the following companies: Google (Google Inc. based in the USA), Facebook (Facebook Inc. based in the USA), and Twitter (Twitter Inc. based in the USA).

9. Cookies Management - how in practice consent and withdraw the consent?

- If the user does not want to receive cookies, he can 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
- 2. To manage cookie settings, select the web browser you use from the list below and follow the instructions:
 - o <u>Edge</u>
 - o Internet Explorer
 - o <u>Chrome</u>
 - o <u>Safar</u>i
 - o <u>Firefox</u>
 - o <u>Opera</u>

Mobile devices:

- o <u>Android</u>
- o <u>Safari (iOS)</u>
- o Windows Phone