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Privacy and cookie policy

Hello!

If you are viewing this document, then it's a sign you are valuing your privacy. We perfectly understand that. That's why we prepared this document for you, in which you'll find the rules of processing your personal data and use of cookie files in connection with contacting us, working with our company and using our website (www.knobz.net / www.knobz.pl).

A formal information – the administrator of your personal data, as defined in the relevant regulations (GDPR and Polish national acts of law), as well as our website is KNOBZ.NET Adam Pietruszko ul. Prałatowska 5/50 03-510 Warszawa NIP: 5242443028 REGON: 380213158

If you have any doubts or questions regarding our privacy policy, you can contact us at any moment, by sending an e-mail to office@knobz.net

Short version – most important information

We value your privacy, but also your time. That's why we prepared a short version of the most important rules concerning privacy protection.

- On the website you'll be able to find our contact details. By initiating contact with us, you are providing us with your data, contained, e.g. in an e-mail. We archive and process this data for the purpose of exchanging correspondence with you. More information below.
- If you decide on using our services, for the purpose of preparing and executing the contract, as well as activities connected with it, such as invoicing, withdrawal or registering a complaint, we'll be needing your personal data.
- We entrust your data only with verified and trusted parties, providing personal data processing services, such as our hosting provider or accounting bureau.
- We use cookies on our website, but only to perform the information duty on privacy protection (governing the display of the information when you first visit our site). We do not use cookies to identify, track or profile our site visitors.
- We don't use Google Analytics or similar services, but anonymous visit logs are collected on our server. More info below.

If the above information does not satisfy you, below you'll find further details.

Personal data

The Administrator of your personal data, as defined in the relevant regulations (GDPR and Polish national acts of law), as well as our website, is KNOBZ.NET Adam Pietruszko ul. Prałatowska 5/50 03-510 Warszawa NIP: 5242443028 REGON: 380213158

Personal data processing purposes, legal grounds and time periods are defined independently for each of the stated purposes of data processing (see: detailed description of personal data processing purposes below)

Your rights. GDPR gives you the following potential rights connected to you personal data processing:

- 1) right to be informed about processing of your personal data
- 2) right to access your personal data
- 3) right to correct your personal data
- 4) right to deletion of your personal data
- 5) right to restrict the processing of your personal data
- 6) right to object to processing of your personal data
- 7) the right to data portability
- 8) right to complain to personal data processing supervising authority
- 9) right to revoke your consent to processing of your personal data, if previously granted

We encourage you to check out the GDPR regulation. We feel obliged to inform you that the rights above are not unconditional and will not concern all data processing activities. For your convenience, we have taken the effort to present you with the rights you have in respect to each of the data processing purposes and operations below.

You can always contact us with the request to provide you with the access to information on which of your personal data we possess and what purposes we process it for. Just send an e-mail to office@knobz.net. We have taken the effort to make all of the data outlined in this Privacy Policy. You can use the e-mail address provided above, if you have any questions connected to processing of your personal data.

Security. We guarantee the confidentiality of all the data you provide us with. We ensure you, we have taken all the security and personal data protection measures required by the personal data regulations. Personal data is gathered with utmost care and adequately protected from unauthorised access.

Data entrusting registry. We entrust personal data to be processed by the following parties.

1. Hosting: home.pl S.A. with a place of business in Szczecin, address: ul. Zbożowa 4, 70-653 Szczecin – for the means of storing data on a server
2. Accounting bureau: IC Partners Stratego S.A., ul. Biżuńska 1, 03-578 Warszaw – for the purpose of accounting services, when we invoice you.

All the parties to whom we entrust processing of personal data guarantee the use of proper security and personal data protection measures required by the relevant regulations.

Detailed description of personal data processing purposes and measures

E-mail contact. By contacting us via electronic mail, you naturally provide us with your e-mail address as the sender of the message. Moreover, you might want to provide us with additional personal data in the contents of your message.

Your data is then processed by us for the purpose of contacting you and the basis of processing is your consent based on the fact of you initialising contact with us. The legal ground of processing after performing contact is justified by the purpose of archiving the correspondence for the means of our internal needs.

The content of the correspondence may be subject to archiving and we are not able to clearly determine when it will be deleted. You have the right to request the history of correspondence you have conducted with us (if it has been archived), as well as demand that it is deleted, unless the archiving is justified by our overriding interest, e.g. protecting us from potential claims from you.

Execution of contracts, contract withdrawal, registration of claims or activities preceding conclusion of contract. If you want to use our services, you'll have to provide us with your data, such as your name and surname, company name, accounting address, address of performing the service, e-mail address, phone number, company registration and tax identification numbers etc. Providing us with the data is voluntary, but is mandatory for concluding the contract and further activities related to its execution, such as registering a complaint or withdrawal. We'll also need you data for issuing an invoice and performing our accounting activities.

Date provided by e-mail are stored on a server provided by home.pl S.A. with a place of business is Szczecin, address: ul. Zbożowa 4, 70-653 Szczecin.

Each service performed is documented with an invoice. The invoices are passed on to our accounting bureau IC Partners Stratego S.A., ul. Biżuńska 1, 03-578 Warszawa

The services are also registered in our internal database for archiving and statistical purposes.

Contract data are processed for the period necessary for the execution of the contract, and afterwards, for the period of expiration of claims resulting from the contract. After that period, the data might still be processed for statistical purposes. Also remember, that we have the obligation to keep invoices for the period of 5 years from the end of the tax year in which the tax obligation occurred.

In case of data concerning execution of contract, you don't have the possibility of correcting your data after the service has been performed. You also can't object to data processing or request deletion of data contained on the invoices. After the period of expiration of claims has passed, you can request your data to be removed from our database.

You also have the right to data portability in respect to the data concerning contracts.

Cookies and tracking technologies

Cookies are short text informations, stored on your end device (e.g. computer, tablet, smartphone), which may be accessed by our ICT system for the purpose of governing our website.

Information on cookies. Upon visiting our website for the first time you are presented with the information on our cookies use and our privacy policy. We do not use cookies to track, identify or profile you. We use them only to govern the display of the above mentioned notification, for which we don't require your permission. If you don't like cookies being stored on your device anyway,

you can modify your browser settings accordingly or delete any stored cookies. Remember that disabling cookies will make the said notification to be displayed every time you visit the site.

Third-party cookies. We do not use any third-party cookies.

Server logs

Using our site includes sending request to the server where the website is stored. Every request is stored in server logs.

Logs include e.g. your IP address, date and time of the server, your browser and operation system information. The logs are written and stored on the server.

The data stored in the server logs is not connected to particular persons using the website and is not used to identify you.

Server logs are used only as auxiliary material used for administering the website and their content is not revealed to anyone apart from the persons authorised to administration of the server.