# **Privacy policy**

# I. General regulations

- 1. The Privacy Policy specifies how Users' personal data necessary for the provision of services electronically via the https://mdsos.ilovediapason.com website (hereinafter: Website) are collected, processed and stored.
- 2. The Website collects only personal data necessary for the provision and development of the services offered therein.
- 3. Personal data collected through the Website shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: GDPR) and the Personal Data Protection Act of 10 May 2018.

# II. Data administrator

The administrator of the personal data collected through the Website is MAURICE DELBAR STAFFING OUTSOURCING SOLUTIONS, address: ul. Poniatowskiego 16A/12, 05-090 Raszyn, Poland, KRS: 0000412376, NIP: 5213626915, REGON: 145979052, e-mail address: m.delbar@mauricedelbar.com (hereinafter: Administrator).

# III. Purpose of personal data collection

- 1. Personal data is used for:
  - to register an account and verify the User's identity,
  - to enable logging into the Website,
  - to fulfil the contract concerning services and e-services,
  - communication with the User (contact form, etc.)
  - sending a newsletter (upon the User's consent to receive it),
  - running the commenting system,
  - provision of community services,
  - promotion of the Administrator's offer,
  - marketing, remarketing, affiliation,
  - personalisation of the Website for Users,
  - analytical and statistical activities,
  - debt collection,
  - $\circ$  to establish, assert or defend against claims.
- 2. Data submission is voluntary, but necessary to conclude a contract or to use other functionalities of the Website.

# IV. Type of personal data processed

The administrator may process the following personal data of the user: name, company, position, e-mail address, telephone number.

# V. Period of personal data processing

Users' personal data will be processed for a period of time:

- where the basis of data processing is the execution of a contract until the statute of limitations for claims after its execution,
- where the basis for data processing is consent until revocation of consent, and after revocation of consent until the statute of limitations for claims.

In both cases, the limitation period is 6 years, and for claims for periodic services and claims relating to the conduct of business, it is 3 years (unless a specific provision states otherwise).

#### VI. Personal data sharing

- 1. Users' personal data may be transmitted to: entities related to the Administrator, its subcontractors, entities cooperating with the Administrator, e.g. companies handling e-payments, companies providing courier/postal services, legal chambers.
- 2. Users' personal data will not be transferred outside the European Economic Area (EEA).

# VII. Users' rights

- 1. The Website User has the right to: access to the content of their personal data, rectification, deletion, restriction of processing, portability, objection to processing, withdrawal of consent at any time (which does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal).
- 2. Notification of the User's claim of entitlementunder the aforementioned rights shall be sent to the following address: <u>m.delbar@mauricedelbar.com</u>
- 3. The Administrator shall comply or refuse to comply with the request immediately within a maximum of one month of receipt.
- 4. The User has the right to lodge a complaint with the President of the Office for Personal Data Protection if he/she considers that the processing violates his/her rights and freedoms (GDPR).

#### VIII. Cookies

- 1. The Website collects information by means of cookies session cookies, permanent cookies and third party cookies.
- 2. The collection of cookies supports the correct provision of services on the Website and is used for statistical purposes.
- 3. The User can determine the extent of access of cookies to his/her device in the settings of the browser.

#### IX. Automated decision-making and profiling

- 1. Users' data may not be processed in an automated way in order to make decisions about them.
- 2. Users' data may be profiled in order to adapt the content and personalise offers, once they have given their consent.

#### X. Final provisions

- 1. The Administrator has the right to make changes to the Privacy Policy, but the rights of the Users will not be restricted.
- 2. Information on the changes will appear in the form of a message available on the Website.
- 3. In matters not regulated in this Privacy Policy, the provisions of the GDPR and the provisions of Polish law shall apply.