

PRIVACY POLICY

This Privacy Policy sets out the terms and scope of our processing of your personal data, your rights and our obligations as the controller of the personal data processed.

1. Who controls your personal data?

The controller of personal data is the entity that decides about the purposes and means of processing the data. In the case of our website, this entity is **NETECS Sp. z o.o. with its registered office in Stare Olesno** (ul. Kolejowa 2, Stare Olesno, 46-300 Olesno), entered in the National Court Register kept by the District Court in Opole, VIII Economic Division of the National Court Register under the KRS number: 0000233127, NIP: 5761495041, REGON: 160020145, BDO: 000054005. The Company can be contacted by letter or e-mail sent to the following address: **RODO@netecs.pl**

2. What are the legal grounds for our processing of your personal data? And is the provision of data to us mandatory?

Your personal data is processed by us in accordance with the provisions of 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 (hereinafter: **GDPR**). You can find the full text of the Regulation here: <https://uodo.gov.pl/pl/404/224>

Please note that personal data is considered to be any information relating to an identified or identifiable natural person. The extent of the personal data we collect will depend on the type of relationship we have. This is because in each case we try to collect only the data that is necessary for us to perform a specific service or contract.

We will always process your personal data on **one or more of the grounds for processing set out in the GDPR**.

In the case of our website, your personal data may be processed, in particular if you send us an enquiry using the contact section. In such a situation, the basis for the processing of the personal data provided to us will be our legitimate interest to answer your question.

For the mere use of the website operated by us, disclosure of personal data is not necessary.

3. How long do we keep your personal data?

The personal data retention period is linked to the purposes and grounds for data processing and is different, for instance, for personal data provided to us in the contact form and for personal data processed by us in connection with a concluded contract and the resulting obligations incumbent upon us. In all cases, however, we make sure that the period is consistent with the applicable legal regulations and not excessively long.

4. What rights do you have in relation to our processing of your personal data?

In connection with the processing of your personal data, you have the following rights:

- a. **Right to access your data** - You have the right to request information about what personal data we hold about you at any time.
- b. **Right to request correction of data** - You can always request that your personal data be corrected if it is incorrect, and to supplement data which is incomplete.
- c. **Right to request erasure** - You can always request that we erase your personal data we process. Unfortunately, this will not always be feasible, as sometimes the obligation to process data is imposed on us e.g. by the legislation in force. If this is the case, we will inform you accordingly.
- d. **Right to request restriction of data processing or right to object** - You can always request that we restrict the processing of your personal data. You can also object to the processing of your personal data based on our legitimate interests, especially in connection with our direct marketing activities.
- e. **Right to withdraw consent** - When we process your personal data on the basis of your consent, you have the right to withdraw such consent at any time. The withdrawal of your consent will not affect the lawfulness of data processing before the withdrawal date.

5. What can you do if we process your data in an inappropriate manner?

If you think that we are processing your personal data in breach of the applicable laws, we will be grateful for sharing this information with us and we will try to immediately remove any deficiency that is identified. Please note that in such a situation you may also file a complaint with the President of the Office for Personal Data Protection.

6. Who has access to your data?

We value your privacy. Therefore, we do not share your personal data with any third parties, nor do we sell or exchange such data with external parties for marketing purposes, now or in the future. The only situation in which we may have to **disclose** your personal data is when we are expressly obliged to do so by law enforcement authorities (e.g. the police).

However, please be aware that **we may entrust** the processing of your data to entities working with us. This involves, for example, storage of your personal data on external servers or obtaining legal advice from third parties. We would like to highlight the fact that any entrustment of your personal data to third parties will always take place under a personal data processing entrustment agreement.

7. Cookies

Please be informed that during the use of our website, short text information called *Cookies* is stored on the User's terminal equipment. *Cookies* contain IT data such as: the IP address pertaining to the User, the name of the website from which they originate, the time they are stored on the User's terminal equipment, the recording of parameters and statistics and a unique number. *Cookie* files are used for:

- maintenance of technical correctness and continuity of sessions between website server and the User's terminal equipment;
- optimising the User's experience on the website and adapting the way it is displayed on the User's terminal equipment;
- ensuring safe use of the website ;
- collecting statistics on website visits to help improve the structure and content of the website;
- showing advertising content on the User's terminal equipment tailored to the user's preferences.

Owners of other websites will not have access to the data specified in this section.

If you do not agree with the personalisation of our website, you can deactivate *Cookies* in your browser options.

8. Updating our privacy policy and final provisions

We cannot exclude the possibility that we may have to update our Privacy Policy in the future. The latest version will always be available on our website. In addition, we will notify you of any changes to the content of the document, e.g. changes to the purpose for which we use your personal data or the way in which you should contact us.

If you do not accept the provisions of this document, we recommend that you stop using the website.