

## Privacy Policy

Providing the highest quality of services, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free flow of such data ("GDPR") we inform :

### PERSONAL DATA ADMINISTRATOR

The administrator of your Personal Data is Skivak sp.z o.o., Wieniawskiego 5/9, 61-712 Poznan, registered in the Register of Entrepreneurs kept by the District Court Poznan - Nowe Miasto and Wilda in Poznań, VIII Commercial Department of the National Court Register, under the number KRS 0000563464, REGON 361917397, NIP 7831728297.

All questions regarding the Privacy Policy may be directed to the Administrator at: [biuro@skivak.pl](mailto:biuro@skivak.pl)

### II DEFINITIONS:

**Administrator** – Skivak sp.z o.o., Wieniawskiego 5/9, 61-712 Poznan, registered in the Register of Entrepreneurs kept by the District Court Poznan - Nowe Miasto and Wilda in Poznań, VIII Commercial Department of the National Court Register, under the number KRS 0000563464, REGON 361917397, NIP 7831728297.

**Cookies** – IT data, in particular small text files, saved and stored on Devices through which the User uses the Website; stands out:

- a) internal Cookies– files placed and read from the User's Device by the Service's IT system;
- b) external Cookies – files placed and read from the User's Device by IT systems of external websites;
- c) session's Cookies – files placed and read from the User's Device by the Website or External Services during one session of a given Device. After the session, the files are deleted from the User's Device;
- d) permanent Cookies – files placed and read from the User's Device by the Website or external websites until they are manually deleted. Files are not automatically deleted after the end of the Device's session, unless the User Device configuration is set to the mode of deleting Cookie files after the end of the Device's session.

**Service** – all creations and content found on the website SKIVAK thepublishers.skivak.pl,

**Device** – an electronic device through which the User gains access to the Website;

**User** – an entity for which services may be provided electronically in accordance with legal provisions or with whom a contract for the provision of services by electronic means may be concluded.

### III OBJECTIVES AND LEGAL BASIS FOR COLLECTING AND PROCESSING PERSONAL DATA

Personal data of Users of SKIVAK Website thepublishers.skivak.pl are collected automatically and processed in compliance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on free movement such data and repealing Directive 95/46 / EC (General Data Protection Regulation), the Act on the provision of electronic services of July 18, 2002 (Journal of Laws of 2016, item 1030, as amended).

**Your personal data will be processed for the purposes of:**

- providing services,
- marketing of products and services offered by ADO by electronic means of communication (e-mail), satisfaction surveys after expressing separate consent (art.6 par.1 lit.a GDPR).

**Your personal data may be processed when:**

- you agreed,
- it is necessary to perform the contract to which you are a party or to take action at your request before the conclusion of the contract,
- it is necessary to fulfill the legal obligation incumbent on ADO, resulting in particular from the provisions,
- it is necessary for purposes resulting from legitimate interests pursued by ADO.

**Data retention periods**

Your personal data will be processed:

- in the case of performance of a contract - for the period necessary to perform the service;
- in the case of marketing activities covered by the declaration of consent - until its withdrawal.

**IV PERSONAL DATA PROTECTION**

Each person who provided the Administrator with their Personal Data:

- a) has a right to access their data and rectify them in the situations referred to in art. 15 and 16 of the GDPR Regulation,
- b) has a right to delete or limit processing of his data in the situations referred to in art. 17 and 18 of the GDPR Regulation,
- c) has a right to object to data processing as well as the right to transfer them in situations referred to in art. 20 and 21 of the GDPR Regulation,
- d) has a right to lodge a complaint with the Inspector General for Personal Data Protection if he considers that processing of his personal data violates the provisions of the Regulation,
- e) has a right to withdraw consent to processing of personal data for marketing purposes or consent to profiling his/her personal data.

The administrator may share anonymized data with other entities in order to recognize attractiveness of advertisements and services for Users, improve the quality and effectiveness of services rendered or participate in scientific research.

The e-mail address provided by the User will not be transferred to third parties without the User's consent.

**V TECHNICAL MEASURES AND SAFETY RECOMMENDATIONS**

The administrator uses technical and organizational measures to ensure the protection of processed Personal Data appropriate to the threats and categories of data protected, and in particular protects the data against disclosure to unauthorized persons, removal by an unauthorized person, processing in violation of applicable laws and change, loss, damage or destruction.

Particular threats related to the User's use of the Website include using it without applying the security features described in the user's web browser documentation of the User's

telecommunications device. This applies in particular to mechanisms that expand browser capabilities with functions that go beyond the HTML standard. In case of incorrect browser security configuration, it is also possible to intercept data sent from and to the web server.

## **VI COOKIES**

Cookies used by the Administrator are safe for User's Device. In particular, it is not possible for viruses or other unwanted software or malware to get through this path to Users. These files allow to identify software used by User and adapt the Website to each User individually. Cookies usually contain name of domain from which they originate, their storage time on Device and assigned value.

### **The purposes for which cookies are used:**

- a) Improving and facilitating access to the Website – the Administrator may store in Cookies files information about User's preferences and settings regarding the Website to improve, improve and accelerate provision of services on the Website;
- b) Statistical data - the Administrator and external websites use Cookies to collect and process statistical data such as, e.g. visit statistics, User Device statistics or User behavior statistics. These data are collected for the purpose of analyzing and improving the Website;
- c) Serving multimedia services – the Administrator and external websites use Cookies to serve Users of multimedia services;
- d) Social services – the Administrator and external websites use cookies to support social services;

### **The administrator uses two types of Cookies:**

Internal cookies - internal cookies used by the Administrator are safe for Users' Devices;

External cookies - the Administrator is not responsible for the security of Cookies from Website partners.

The Website uses the following types of Cookies:

- a) necessary – i.e. enabling use of services available on the Website.
- b) functional – files enabling "remembering" selected settings and affecting interface personalization;
- c) security – supporting security;
- d) performance - files enabling collection of information on how to use the Website;

### **The administrator cooperates with following external services that may place cookies on User's Devices:**

#### **Google Analytics;**

The user may at any time independently change settings for saving, deleting and accessing data of saved cookies.

Information on how to disable cookies in the most popular computer browsers and mobile devices is available at <http://jakwylaczycookie.pl/>.

Most web browsers available on market accept saving cookies by default. Everyone has the ability to specify the conditions for the use of cookies using their own web browser settings. This means that you can e.g. partially limit (e.g. temporarily) or completely disable the option of saving Cookies - in the latter case, however, this may affect some of the Website's functionalities.

## **VII OTHER DATA**

Apart from cookies and website traffic through cookies, the Website may also collect data normally collected by the Administrator as part of so-called logs or log files. Information contained in logs may include, among others IP address, type of platform and web browser, Internet provider. These data will not be combined with the personal data provided.

As part of the Website, links to other websites or media (radio, television, space advertising, etc.) may appear periodically. Such sources operate independently of the Website and are not supervised by the Administrator in any way. These sites may have their own privacy policies that you should read. The administrator is not responsible for the rules of handling data on these pages.

## **VIII OTHER INFORMATION**

The Administrator does not provide data or transfer it to a third country / international organization.

Your data is not subject to profiling.

You have the right to access your personal data and the right to rectify, delete, limit processing, the right to transfer data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of the processing based on consent before its withdrawal.

If you find that the processing of personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the supervisory body of the Office for Personal Data Protection.

Providing personal data is voluntary, but necessary to conclude and perform the contract.