

## PRIVACY POLICY

InterAPI makes every effort to ensure that the processing of data is carried out in a safe manner. Protection of your data is a priority for us, therefore in this Privacy Policy we would like to inform you about the most important aspects of personal data processing.

### 1. Personal data controller

We would like to inform you that the administrator of your personal data, i.e. the entity which decides about the purpose and method of data processing is the InterAPI Sp. z o.o. with its registered office in Milanówek (05-822) at 16 Kazimierzowska Street.

You can contact the administrator:

- by phone, calling +48 227244728,
- by correspondence, sending a message to the address of the Company's registered office,
- by e-mail, writing a letter to [biuro@interapi.pl](mailto:biuro@interapi.pl)

### 2. The Data Protection Supervisor

InterAPI has appointed a Data Protection Inspector who can be contacted in any matter related to the processing of your personal data. You can contact the Data Protection Inspector:

- by e-mail, writing a message to the address: [IOD@interapi.pl](mailto:IOD@interapi.pl),
- by correspondence, sending a letter to the address of the registered office of InterAPI.

### 3. Legal basis for the processing of your data

Please be informed that your personal data will be processed on the basis 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 the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation / GDPR).

The processing of your personal data will in particular be based on:

- Article 6(1)(a) GDPR: the data subject has given his or her consent to the processing of his or her personal data for one or more specified purposes,
- Article 6(1)(b) GDPR: processing is necessary for the performance of a contract to which the data subject is a party or for taking action at the request of the data subject prior to the conclusion of the contract,
- Article 6(1)(c) of the GDPR: processing is necessary to comply with the legal obligation of the controller,
- Article 6(1)(f) of the GDPR: processing is necessary for the purposes of legitimate interests pursued by the controller or by a third party, except where the interests or fundamental rights and freedoms of the data subject requiring protection of personal data take precedence over these interests, in particular where the data subject is a child.

#### 4. The purposes for which your data is processed

<b>L.P.</b>	<b>Purpose for processing</b>	<b>Legal basis</b>
1	Handling of the contact form made available and identification of the sender of the message	Article 6(1)(f) of the GDPR (pursuing a legitimate interest - identification of the Client and providing an answer)
2	Marketing activities (sending commercial information about products or services of the administrator in the form of "Newsletter" e-mail)	Article 6(1)(a) GDPR (consent)
3	Execution of orders for administrator's products placed with the use of electronic means of communication or by phone.	Article 6(1)(b) GDPR
4	Fulfilment of legal obligations incumbent upon the Administrator (tax and accounting obligations).	Article 6(1)(c) GDPR (fulfilment of legal obligations under tax, accounting and tax legislation)
5	Commencement of commercial cooperation, including identification of persons representing the contractor	Article 6(1)(b) GDPR (action to conclude a contract) Article 6(1)(f) GDPR (pursuit of legitimate interest - identification of persons representing the contractor)
6	Creation and maintenance of a dedicated B2B customer account and identification of persons representing the contractor	Article 6(1)(f) GDPR (pursuit of legitimate interest - cooperation with economic operators and identification of persons representing economic operators)
7	Defense against or settlement of claims	Article 6(1)(f) GDPR (legitimate interest - defence against or redress of claims)

#### 5. The duration of the processing of personal data

We inform you that we process your personal data for the period necessary to achieve the purposes specified in point 4. In the case of processing your data on the basis of consent, the data will be processed until its withdrawal. In addition, the data will be processed for the period required by law and for the period after which the statute of limitations for claims arising from the contract expires. In the case of data processing based on a legitimate interest, we will process the data until the processing is carried out or an objection is raised.

#### 6. Your rights

Please be advised that you have the following rights under GDPR:

### Right to revoke consent

You can revoke your consent at any time. Withdrawal of consent does not affect compliance with the right of processing on the basis of a consent given by you prior to its withdrawal.

### Right of rectification

In case your data is incorrect or outdated you can send us a message requesting their correction or completion.

### Right of access to data

You can send us a message requesting information about what data we process about you, for what purpose and how. The full catalogue of information provided can be found in Article 15 of the FAMILY.

### Right to delete/remove data

You can send us a message asking us to delete your data. In this case, we will investigate whether your request is justified. If we do not have a proper basis for data processing, your data will be deleted.

### Right to limit the processing

Under the conditions set out in Article 18 of the GDPR Act, you may request that the processing of your personal data be limited. If your request is justified, we will only be able to store your data. If the conditions restricting the processing of your data cease to exist, we will be able to further process your data.

### Right to transfer data

Under the conditions set out in Article 20 of the GDPR, you have the right to request the transfer of your data to another controller or directly to you in a structured machine-readable format.

### Right to object

If the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR) or if it is necessary in the legitimate interest of the controller, you have the right at any time, for reasons relating to your particular circumstances, to object to the processing of your data. The controller will stop processing your data unless able to demonstrate the relevant legitimate grounds for further processing.

In order to exercise the above mentioned rights, the data subject should contact the controller using the contact details provided and inform him/her of which rights he or she has and the extent to which he wants to benefit.

## **7. Complaint to the President of the Office of Personal Data Protection**

You have the right to lodge a complaint with the supervisory authority, i.e. the President of the Office for Personal Data Protection, if you decide that the processing of your personal data violates the regulations of GDPR. Complaints should be sent to the following address: President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw, Poland.

## **8. Recipients of data**

We inform you that the recipients of your personal data will be entities involved in the implementation of the contract you have concluded with us (companies providing means of transport, payment services), as well as entities providing us with ICT systems.

## **9. Obligation to provide data**

Providing personal data is voluntary, however, it is necessary to receive commercial information, conclude a contract, use the contact form correctly. Failure to provide personal data may prevent or hinder the implementation of the processing objectives referred to in this Privacy Policy.

## **10. Profiling**

We would like to inform you that your personal data will be processed automatically, including those profiled for analytical or marketing purposes using cookies or analytical tools. For this purpose, we use the IP address of the device, the browser used, the location (country), the operating system, the pages visited on our server. You can disable cookies (tracking, analytics) at any time if you do not consent to this kind of processing of personal data.

## **11. Cookies**

Our website uses so-called cookies. These are small text files stored on your device using a browser, so that our website can be user-friendly. Cookies allow us to recognize your browser on your next visit.

Cookies are used for the following purposes:

- adjust the content of the administrator's website to the user's preferences and optimise the use of the website; in particular, these cookies allow us to recognise the user's device and display the website accordingly, tailored to his or her individual needs,
- create statistics that help to understand how users use them from the website, which makes it possible to improve their structure and content,
- maintenance of the website User's session.

We would like to inform you that we use the following cookies on our website:

- a. Sessions are files temporarily stored in the memory of the browser, which remain in its memory until the end of the session (turning off the browser).
- b. Permanent files are files that remain in the memory of the browser as long as the settings selected by the user of the browser allow it.
- c. Own files coming directly from the visited website.
- d. The configuration allows you to set up functions and services on the site.
- e. Necessary enable you to use the services available on the website.
- f. Functional ones enable remembering the preferred by the user functionalities of the service.

Moreover, we use Google Analytics analytical tools, i.e. the Internet analytical service provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Thanks to Google Analytics we can collect statistics and reports on the use of our website by Internet users. Please be advised that we use Google Analytics with activated IP anonymisation (your IP address will be truncated by Google). Please be advised that you may refuse the use of cookies by selecting the appropriate settings on your browser software. Detailed information on the scope and principles of data collection in connection with this service can be found at

<https://www.google.com/intl/pl/policies/privacy/partners>

If you do not want cookies to be stored on your device, you can configure your browser to notify you of the cookie settings. You can only allow cookies to be stored on a case-by-case basis. Disabling cookies may limit the functionality of our website. You can find information about cookies in the "Help" section of this website.  
in the menu of your web browser.