

## PRIVACY POLICY OF THE INTERNET SERVICE [www.incon.pl](http://www.incon.pl)

### GENERAL INFORMATION

This document specifies the Privacy policy of the Internet Service ("Internet Service"). The Administrator of the Internet Service is Magdalena Słowińska, sole proprietor operating under the name "**INCON MAGDALENA SŁOWIŃSKA**" located in Węglew Kolonia, ul. Zielona Dolina 16, 62-590 Golina, NIP tax identification number 7511697448, REGON statistical number 366914713, registered in the Central Register and Information on Economic Activity conducted by the Minister of Business and Technology.

The words with capital letters bear the meanings defined in the rules and regulations of the Internet Service.

The Administrator of the Internet Service processes collected personal data according to Regulation of the European Parliament and of the (EU) Council 2016/679 of 27/04/2016 on the protection of natural persons as regards personal data processing, on the free movement of such data and on the repeal of Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119, pg. 1) hereinafter referred to as: *GDPR*.

The Administrator of the Internet Service does the utmost to protect privacy and information shared with it and related to Users of the Internet Service. The controller ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Target Users of Products and Services available at the website are not children under 16 years of age. The Controller of personal data does not provide for the intentional acquisition of data related to children under 16 years of age.

### PERSONAL DATA

#### The Controller of personal data

The Controller of your personal data is:

Magdalena Słowińska, operating under the business name "**INCON MAGDALENA SŁOWIŃSKA**" with registered office in Węglew Kolonia, ul. Zielona Dolina 16, 62-590 Golina

Regarding your personal data, you may contact the Controller via:

- e-mail: [info@incon.pl](mailto:info@incon.pl);
- postal address: Węglew Kolonia, ul. Zielona Dolina 16, 62-590 Golina;
- phone: +48 601 944 300.

### PURPOSES AND LEGAL BASIS FOR PROCESSING OF PERSONAL DATA

- The Controller processes the personal data for the following purposes: provision of Services, i.e. browsing Internet Service websites, searching for content or Services. The Controller is processing your personal data related to your activity in the Internet Service, i.e. information about content and Products you browse, data on sessions of your device, operating system, browser, location, unique ID, IP address;
- statistics on the use of respective functionalities available in the Internet Service, to facilitate the use of the Internet Service and to ensure the IT safety of the Internet Service, the Controller processes personal data related to your activity in the Internet Service and amount of time spent on each web page of the Internet Service, your searching history, location, IP address, device ID, as well as data related to your web browser and operating system;

- to establish, exercise or defence of legal claims in proceedings before courts and other enforcement authorities, i.e. the Controller may process personal data necessary to prove its case or arising out of legal provision, court orders or other legal instrument;
- to handle complaints, claims requests and inquiries the Controller processes indicated personal data as well as information related to the Services concerned and contained in the documents attached to the complaint, claim, request or inquiry;
- marketing and remarketing of the controller's and its Partners services, i.e. your activity in the Internet Service, including activities, which are registered by the use of cookies, especially the history of activities, ordered Services, searching history, clicks in the Internet Service, login and registration dates, history and activity related to communication with you. In the case of remarketing, information on your activity are used to reach you with our marketing messages outside the Internet Service (these services are provided to the Controller by external service providers). These services involve displaying our messages on websites other than the one of the Internet Service. You will find more details in the general information on Cookies.

### **THE CATEGORIES OF PERSONAL DATA PROCESSED**

The Controller processes the following categories of your personal data:

- contact information;
- personal data related with your activity in the Internet Service;
- personal data related with your complaints, claims and requests;
- personal data related with marketing services.

### **PROVISION OF PERSONAL DATA**

The provision of personal data is a contractual requirement and it is a prerequisite for provision of services by the Controller.

### **THE PERIOD FOR WHICH THE PERSONAL DATA WILL BE STORED**

The Controller processes the personal data for the duration necessary for the delivery of orders, provision of services and marketing activities. The Controller erases the personal data in the following cases:

- the data subject requests erasure of personal data or withdraws his/her consent to its processing;
- the data subject does not take any action for 10-plus years (inactive contact);
- after obtaining information that the personal data is out of date, inaccurate or incomplete.

Some data within this scope: e-mail and full name, may be stored for the next three years for the establishment, exercise or defence of legal claims or to hand complaints related to services provided by the Internet Service – these types of data will not be used for marketing.

### **RECIPIENTS OF THE PERSONAL DATA**

The Controller provides your personal data to:

- competent national authorities, particularly police, public prosecutor's office, President of the Office for Personal Data Protection, President of the Office of Competition and Consumer Protection
- service providers of the Controller.

Depending on contractual arrangements and circumstances, these entities, acting on our request or independently, specify aims and processing methods. You will find the index of providers at the office of the Controller.

### **INDIVIDUAL RIGHTS OF THE DATA SUBJECT**

Under the GDPR, you have the right to:

- obtain from the Controller access to your personal data;

- obtain from the Controller the rectification of inaccurate personal data;
- obtain from the Controller the erasure of personal data;
- obtain from the Controller restriction of processing;
- object at any time to processing of your personal data;
- receive the personal data, which you have provided to the Controller, in a structured, commonly used and machine-readable format and to transmit those data to another Controller.

The Controller will provide you with information on action taken on your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

The Controller will inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

### **RIGHT OF ACCESS (ART. 15 GDPR)**

You have the right to obtain from the Controller confirmation as to whether or not your personal data are being processed.

Where that is the case, you have a right to:

- access the personal data;
- be provided the following information: the purposes of the processing; the categories of personal data concerned; the recipients or categories of recipient to whom the personal data have been or will be disclosed, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period; the rights under GDPR and the right to lodge a complaint with a supervisory authority; where the personal data are not collected from you, any available information as to their source; the existence of automated decision-making, including profiling, and securities used because of the transfer of personal data outside the European Union,
- be provided a copy of the personal data undergoing processing.

If you would like to access your personal data, please submit your request to: [info@incon.pl](mailto:info@incon.pl)

### **RIGHT TO RECTIFICATION OF PERSONAL DATA (ART. 16 GDPR)**

You have the right to obtain from the Controller without undue delay the rectification of inaccurate personal data. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

If you would like your personal data to be rectified or completed, please submit your request to: [info@incon.pl](mailto:info@incon.pl)

### **RIGHT TO ERASURE OF PERSONAL DATA („THE RIGHT TO BE FORGOTTEN” - ART. 17 GDPR)**

You have the right to obtain from the Controller the erasure of personal data without undue delay and the Controller has the obligation to erase personal data without undue delay where one of the following grounds applies:

- the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- you withdraw consent on which the processing is based and where there is no other legal ground for the processing;
- the personal data have been unlawfully processed;
- you object to processing for direct marketing purposes, including profiling, in so far as it is necessary for the direct marketing purposes.

- you have objected to the processing of your personal data which is necessary for the performance of a task carried out in the public interest or for the purposes of the legitimate interests pursued by the Controller or by a third party.

Please be informed that the Controller may further process personal data collected for the establishment, exercise or defence of legal claims. In such case, the Controller will inform you that your personal data are further processed.

If you would like your personal data to be erased, please submit your request to: [info@incon.pl](mailto:info@incon.pl)

#### **RIGHT TO RESTRICTION OF PERSONAL DATA PROCESSING (ART. 18 GDPR)**

You have the right to obtain from the Controller restriction of processing where one of the following applies:

- the accuracy of the personal data is contested by you, the Controller will restrict processing for a period enabling the Controller to verify the accuracy of the personal data;
- the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- the Controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims;
- you have objected to processing - pending the verification whether the legitimate grounds of the controller override those of the data subject.

If you would like to request the processing of your personal data to be restricted, please submit you request to: [info@incon.pl](mailto:info@incon.pl)

#### **RIGHT TO OBJECT TO PERSONAL DATA PROCESSING (ART. 21 GDPR)**

You have the right to object at any time to the processing of your personal data, including profiling, which is necessary for

- the performance of a task carried out in the public interest or for the purposes of the legitimate interests pursued by the controller or by a third party.

If you would like to object to the processing of the personal data, please submit your request to: [info@incon.pl](mailto:info@incon.pl)

#### **RIGHT TO PERSONAL DATA PORTABILITY (ART. 20GDPR)**

You have the right to receive your personal data from the Controller in a structured, commonly used and machine-readable format and to transmit those data to another Controller.

If technically feasible, you may request the Controller to transmit your personal data directly to another Controller. If you would like your personal data to be transmitted, please submit your request to: [info@incon.pl](mailto:info@incon.pl)

#### **RIGHT TO WITHDRAW CONSENT (ART. 7 GDPR)**

You have the right to withdraw your consent to the processing of the personal data at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. If you would like to withdraw your consent to the processing of the personal data, please submit your request to: [info@incon.pl](mailto:info@incon.pl)

#### **RIGHT TO LODGE A COMPLAINT WITH SUPERVISORY AUTHORITY (ART. 77 GDPR)**

If you consider that the processing of your personal data infringes GDPR, you have the right to lodge a complaint with supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement. In Poland, the supervisory authority within the meaning of the GDPR is the President of the Office for Personal Data Protection.

## „COOKIES“ GENERAL INFORMATION

While browsing the web pages of the Internet Service, HTTP cookies are used, hereinafter referred to as *Cookies*. A cookie is a small piece of data that a website asks your browser to store on your computer or mobile device. The cookie allows the website to "remember" your actions or preferences over time.

## SECURITY

Cookies used are safe for your devices. No viruses, unwanted or malicious software can affect your devices via cookies.

## TYPES OF COOKIES

We use two types of cookies:

- Session cookies: stored and kept on your device until the web browser is closed. Saved information is then permanently deleted from the memory of your device.  
This mechanism does not allow the acquisition of any personal data or confidential information from your device.
- Persistent cookies: stored and kept on your device until deleted. Closing the web browser or switching off the device does not cause them to be removed from your device. This mechanism does not allow the acquisition of any personal data or confidential information from your device.

## PURPOSES

We also use cookies of external entities for the following purposes:

- to compile statistics – helping to understand the way of using the Internet Service by Users, which allows to improve its structure and content through analytical tools of Google Analytics – Google Ireland Ltd., located in Ireland;
- to collect information about User's behaviour, using Facebook Pixel Tool, which administrator is Facebook Inc. located in USA or Facebook Ireland located in Ireland;
- to determine User profile and follow display User tailored content in ads network, using tool of website advertisement Google AdSense and Google Ads - Google Ireland Ltd., located in Ireland;
- to promote the Internet Service using social network plus.google.com, which administrator is Google Ireland Ltd., located in Ireland;
- to promote the Internet Service using social network facebook.com - Facebook Inc. located in USA or Facebook Ireland located in Ireland;
- to promote the Internet Service using social network twitter.com – which administrator is Twitter Inc. located in USA;
- to promote the Internet Service using social network instagram.com – which administrator is Instagram LLC. located in USA;
- to promote the Internet Service using service YouTube.com – which administrator is Youtube LLC. Z located in USA.

To be familiar with rules for the use of cookies, we recommend reading the privacy policies of the companies mentioned above.

Cookies may be used by advertising networks, especially Google, to display ads tailored to your preferences. Thus, some information on your Internet behaviour or your activities on the website may be collected.

To browse and edit information on your preferences, collected by the advertising network of Google, you may use the tool available at this address: <https://www.google.com/ads/preferences/>.

You may change the cookie settings at any time web browser's options or service, to specify conditions for storing such files and granting access to your device via them. You may change these settings to block the automatic handling of cookies in the options of your web browser or to be informed every time they are stored on your device. Detailed information on the options and methods for handling cookies is available in the settings of your software (web browser).

We use cookies to provide the Services in accordance with *Privacy and Cookies Policy*. Using the website without changing setting for cookies means they will be place on your end-device. You can change your cookies setting at any time. More details in our *Privacy and Cookie policy*.