

# Privacy Policy

## § 1

### General Provisions

- 1.1. By using this website (www.flexxica.com and its language versions), you accept the terms of the Privacy Policy available on this page.
- 1.2. This Privacy Policy specifies which situations personal data may be obtained from Users and explains the issues related to their processing.
- 1.3. The website publisher and the Controller of the personal data obtained through it is PL Sp. z o.o. based in: Poland, 02-285 Warsaw, ul. Szyszkowa 43 (NIP: 1182039786, REGON: 142490037, KRS: 0000360885 – 12th Commercial Department of the National Court Register in Warsaw), from now on, referred to as the Publisher or Controller.
- 1.4. The Publisher reserves the right to amend this Privacy Policy.
- 1.5. The Users' data are collected through the Controller's website and processed by Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons about the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- 1.6. Personal data collected by the Controller through the website shall not be transferred to third parties.
- 1.7. PL Sp. z o.o. declares that it makes every effort to ensure adequate data security. Personal data shall be used for the purposes set out in this document below.

## § 2

### Registration on the Website

- 2.1. Signing up may be required to access some website sections (e.g., access to the client's panel, selected blog articles, or other website sections).
- 2.2. Registration on the Website is not obligatory.
- 2.3. Registration is performed by filling out the registration form. The registration form may require personal data, such as the User's first and last name, e-mail address, login, and password, necessary for authorization (signing in) and access to selected website sections.
- 2.4. The submission of personal data is voluntary. However, the lack of consent to our processing of personal data may prevent us from providing services electronically.

**§ 3****Rights of data subjects**

3.1. Each User who has filled out the form (contact and/or registration form) or otherwise made his personal data available to the Website Controller shall have the following rights:

- the right to be informed about the processing of their data,
- the right to access their data,
- the right to rectify/supplement personal data,
- the right to erase personal data,
- the right to restrict the processing of personal data,
- the right to transfer personal data,
- the right to object to the processing of personal data,
- the right not to be subject to profiling.

3.2. Please send any questions or reservations about how the Controller processes personal data to: [hello@flexxica.com](mailto:hello@flexxica.com). The data subject may file a complaint to the President of the Office for the Protection of Personal Data.

The Controller shall process the personal data of the Website Users only for the services provided in the Website and for the purposes indicated for each such service (process), for example, to:

- use the contact form,
- use the newsletter,
- send to the Controller an application (CV) for the job position specified in the advertisement,
- access the Client Section (access to materials, projects) or blog (access to selected articles)

**§ 4****Recruitment**

4.1. Recruitment processes for individual job positions are carried out by the Publisher (Controller) on the following terms.

Recruitment for the job indicated in the advertisement may last up to 12 months. This means that the personal data of individuals who have submitted their applications (CVs) may be processed within that period. After that period, the data is erased from the Controller's database unless the User (job applicant) has agreed to more extended processing of his data in connection with future recruitment processes.

If you are interested in participating in recruitment, please send your application documents (CVs) to the email address in the advertisement, together with a photo (optional), by the date indicated in the advertisement with the following declaration:

Declaration required to participate in the recruitment process:

- I, at this moment, give consent for my data included in my job application (my application) necessary for the recruitment process to be processed according to the Act of 29 August 1997 on personal data protection (Journal of Laws of 2002 No. 101, item 926, as amended) and other applicable regulations, including the Regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in connection with the processing of personal data and the free flow of such data and repealing the Directive 95/46/EC and other Polish laws governing personal data protection. I now declare that I have read the personal data protection information provided in the job recruitment advertisement\*.

The lack of the above statements will make it impossible to consider the candidature in the recruitment process.

Voluntary declaration:

Currently, I consent to use my application (CV) in future recruitment processes arranged by PL Sp. z o.o. However, for no longer than 24 months following my CV submission date.

## **§ 5 Cookies**

5.1. When using the website [www.flexxica.com](http://www.flexxica.com), small files, the so-called cookies, can be saved on your end device (computer, tablet, or smartphone). For example, saving these files on your device is used to remember your login details, so you will not have to enter your login and password every time. Thanks to cookies, it is possible to collect statistical data to adjust the website content to consumers' (users') preferences.

5.2. We use the following cookies:

Statistical files - allow us to collect statistical information on how the website is used; these data can be transferred to the analytical panel Google Analytics.

Functional files make it possible to remember your settings and preferences. By saving these files on your device, you do not have to enter your login and password every time.

Advertising files - these files can be used by the Publisher or by the advertising entities cooperating with the Publisher so that the displayed advertisements are tailored to your interests (e.g., a Google, Facebook, or other advertising remarketing advertisement). During each such campaign, we will provide relevant information described in a separate section ("Active advertising campaign - profiling") of our Privacy Policy,

social files - enable integration of social networking websites (including Facebook, Google+, and LinkedIn) that you use with [www.flexxica.com](http://www.flexxica.com)

5.3. While visiting [www.flexxica.com](http://www.flexxica.com), we use two types of cookies: session and permanent files. Session files are temporary files stored on your device until you log out, leave our

website or close your browser. Permanent files are stored in your end device (computer, smartphone) for the time specified in the parameters of these files or until you delete them.

5.4. The User may object to saving cookies on his computer and may disable the option to accept cookies in his web browser at any time.

See how to disable the cookie mechanism:

In the Chrome browser

In the Firefox browser

In the Opera browser

In the Internet Explorer browser

In the Safari browser

5.5. Cookie disclaimer.

The Controller shall not be responsible for the use of cookies on other websites available to users via links included on the website [www.flexxica.com](http://www.flexxica.com).

## § 6

### Offers on the website and inquiries

6.1. The information on the website [www.flexxica.com](http://www.flexxica.com) shall not constitute an offer within the meaning of Art. 66 of the Civil Code (consolidated text: Journal of Laws of 2014, item 121). Detailed information about services, products, and prices is presented by the Sales Department of PL Sp members each time. z o.o.

6.2. Inquiries addressed directly to the Publisher (Controller) via the e-mail address or the form available on the website (containing personal data, among others) are used only to answer the inquiries and are stored in the Controller's database for statistical purposes for no longer than 12 months.