

## PRIVACY POLICY

1. This Privacy Policy sets out the rules for the processing and protection of personal data provided by users in connection with their use of the service offered by PERFAND Andrzej Trawiński in the form of a contact form available on the website [www.perfandleed.pl](http://www.perfandleed.pl).
2. The administrator of personal data contained in the Website is: PERFAND Andrzej Trawiński, ul. Parkowa 2A, 51-180 Psary, NIP: 8980007729, REGON: 005928391.
3. In the interest of the security of entrusted personal data, the Administrator operates based on internal procedures and recommendations, in accordance with the legal provisions on the protection of personal data, in particular the Regulation of the European Parliament and of the Council (EU) 2016/679 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 the repeal of Directive 95/46 EC (RODO).
4. The Administrator takes special care to protect the interests of the data subjects and, in particular, ensures that personal data is:
  - a. processed in accordance with the law;
  - b. collected for specified, legitimate purposes and not subject to further processing incompatible with these purposes;
  - c. Substantially correct and adequate in relation to the purposes for which they are processed;
  - d. stored in a form that permits identification of persons to whom they relate, no longer than is necessary to achieve the purpose of processing.
5. Personal data are processed on the basis of the consent expressed by the users of the Website and in cases where the provisions of applicable law authorize the Administrator to process personal data.
6. The Administrator processes personal data provided by Website users only to respond to a contact.
7. Providing personal data is voluntary, however, failure to provide data to the extent required by the administrator may result in a lack of response to the initiated contact.

8. Personal data of website users are not sold or made available to third parties (subject to point 11) and are not subject to profiling, automated processing in order to assess and determine personal characteristics or users' needs.

9. The data processed by the Administrator is available to the user of the Website who provided it. The User also has the right to modify these data, request them to be forwarded to another entity and limit or stop the processing of their personal data at any time. At any time, the user may also withdraw prior consent to the processing of his data and request removal of their personal data from the website.

10. In order to exercise your rights indicated in point 9 above, the Website user should contact the Administrator using the same email address provided to the Website to the following address: [biuro@perfandle.pl](mailto:biuro@perfandle.pl)

11. Users' personal data may be transferred to authorized entities under applicable law, as well as entities providing services to the Administrator, including transport, courier, consultancy, advisory, maintenance, and IT.

12. The processing of personal data of users depends on the purpose for which the data is processed. The period during which personal data will be stored is calculated on the basis of the following criteria:

- a. the period of time needed to carry out the order / contract,
- b. the period for which they are provided to the user of the service,
- c. the period for which consent was granted,
- d. a period that is necessary to defend the interests of the Administrator,
- e. legal regulations that may oblige the Administrator to process data for a specified period of time;

13. The administrator performs the functions of obtaining information about users and their behavior in the following way:

- a. by voluntarily entering information,
- b. by collecting "cookies".

14. The first time you visit [www.perfandle.pl](http://www.perfandle.pl), you are informed about the use of cookies. By staying on the site, the user accepts the use of ordinary cookies on the website. No change on the part of users of browser settings is tantamount to consenting to the use of "cookies".

15. Installation of "cookies" is necessary for the proper provision of services on the Website. The "cookie" files contain information necessary for the proper functioning of the website, in particular those requiring authorization. You can at any time change the settings of your browser so that cookies are either accepted or rejected, or so that the user is notified of not placing these files on your computer.

16. The Website uses the following types of "cookie" files:

- a. session - remain in the browser until it is disabled or logged out from the website they were posted on,
- b. permanent - remain in the web browser until they are deleted by the user or for a predetermined time specified in the cookie file parameters.

17. The Website may contain links to other websites that operate independently of the Website and are not supervised by the Website in any way. These websites may have their own privacy policies and regulations, with which we recommend that you read them carefully.

18. The Administrator reserves the right to introduce changes in the website's privacy policy, due to the development of technology, possible changes in the law and the development of the Website.