

## Privacy policy

### § 1. [General provisions]

1. This document defines the privacy policy of Glass System Technologies S.A., which specifically regulates the protection of personal data and the security of other data entered in the Website by the User.

2. The Privacy Policy shall constitute an integral part of the Terms and Conditions.

### § 2. [Definitions]

The terms used herein shall have the following meaning:

1. Controller – Glass System Technologies S.A.
2. Website - the website of Glass System accessible in the Internet at glassssystem.pl
3. Parties - Controller and User.
4. User - a natural person who enters the Website or uses its features such as contact form and newsletter subscription form.

### § 3. [Personal data protection]

1. The Controller is the Controller of Personal Data as defined in the general data protection regulation of 26 April 2016 (GDPR).

2. Using some features of the Website requires the User to provide some personal data.

3. If the contact form is used, the Controller receives and processes the following personal data:

- I. First and last name
- II. Telephone number
- III. E-mail address

4. The personal data provided in the contact form shall be processed in order to answer the question asked through the contact form and any further contact upon the request of the User. The basis for the processing of personal data are the activities undertaken by the Controller upon the request of the User before the conclusion of an agreement. The provision of personal data is voluntary, however it is required to enable the provision of the aforementioned services. The personal data shall be retained for one year from the date of inquiry.

5. If the User subscribes the newsletter, the personal data (email address) shall be processed for marketing purposes on the basis of Art. 6 item 1 letter f of the general data protection regulation of 27 April 2016 (GDPR). The provision of personal data is voluntary, however it is required to receive messages from the Controller. The personal data shall be retained until the User unsubscribes from the newsletter.

6. Personal data will be provided only to trusted contractors of the Controller, i.e. IT service providers, newsletter company.

7. The personal data of all people visiting the Website will be subject to automation, including profiling. Profiling will be used to prepare the best possible personalised offer and display dedicated advertising.

### § 4. [User rights]

1. The User should report any changes to the personal data to the Controller.

2. The User shall have the right to access, rectify, delete and restrict the processing of his personal data. Moreover, the User shall have the right to withdraw his consent at any time without affecting the legality of any prior processing, the right to data portability and the right to object against the processing of personal data.

3. The User shall have the right to lodge a complaint with the President of the Data Protection Authority.

4. The provision of personal data is voluntary, however it is required to use the Website.

5. The Controller may refuse to delete the User's personal data if they must be retained due to the legal obligation imposed on the Controller.

### § 5. [Data encryption]

1. The Controller undertakes to encrypt data transmissions in order to protect the User's personal data stored in the system.

2. Each connection the User makes with the Website is encrypted and confidential.

### § 6. [Technical data protection]

1. The Controller undertakes to retain backup copies of the User's personal data.

2. The provided data are stored on the highest class hardware and servers in an appropriately secured information collection centre, accessible only to authorised persons.

3. The Controller shall conduct any activities related to the processing of personal data in compliance with the legal and technical requirements posed by data protection regulations.

### § 7. [Cookie policy]

1. For the convenience of Users, the Website uses cookies to, among other things, adjust the website to the needs of users and for statistical purposes. Cookies are small text files sent by the visited website to the user's device.

2. The Website utilizes two kinds of cookies: session cookies and persistent cookies. "Session cookies" are temporary files which are kept on the User's end device until the User logs out, leaves the website or closes the software (web browser). "Persistent cookies" are kept on the User's end device for a time specified in cookie parameters or until they are deleted by the User.

3. The Website uses the following types of cookies:

- a. "required" - enable the use of services available in the Website, e.g. user authentication;
- b. "security" - used to ensure security, e.g. to detect Website abuse;
- c. "performance" - allow for collecting information on the way the Website is used;
- d. "functional" - can store the selected User settings and customise User interface, e.g. the language or region of the User, font size, Website layout etc.;
- e. "advertising" - enable the display of personalised ads tailored to the User's interests.
- f. "integration" - related to third party services used by the Website, e.g. Google Analytics, tawk.to.

4. Other Websites whose materials we present can also use cookies for signing in and displaying ads appropriate for the preferences and behaviours of the user. 5. You can change cookie settings in your browser. By not changing these settings you accept the cookies used by the website.

5. You can change cookie settings in your web browser. If you do not change these settings, you accept the cookies used here.

### § 8. [Logs]

1. In line with the practices of most web services, we collect HTTP queries directed at our server (server logs). Therefore, we collect the following:

- a. IP addresses from which users browse our website;
- b. time of query,
- c. time of reply,
- d. client station name - identification performed by HTTP protocol,
- e. information on errors that occurred when executing the HTTP transaction,
- f. the URL address of the website previously viewed by the User - if the Website is accessed by a link;
- g. information on the User's browser.

2. The data collected in logs are used only for the purposes of Website administration.

3. The collected logs are retained for an indefinite period as aids in Website administration. The information recorded therein is not disclosed to anyone except for persons authorised to Website administration. The log files can be used to generate statistic which aid administration. Collective summaries in the form of such statistics do not contain any information allowing to identify persons visiting the website.

### § 9. [Contact information]

1. The User may contact the Controller at any time in order to obtain information whether and how the Controller uses the User's personal data.

2. The User can also request the Controller to delete his personal data partially or entirely.

3. You can contact the Controller by email: [biuro@glassssystem.com](mailto:biuro@glassssystem.com)