

## **Privacy and COOKIE policy**

### **Rules for the processing of Users' personal data**

From May 25, 2018, Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 have been in force in Poland. / WE (referred to as "GDPR", "GDPR", "GDPR" or "General Data Protection Regulation").

Therefore, we would like to inform you about the processing of your data and the rules on which it takes place from May 25, 2018. Below you will find basic information on this topic.

Over Cloud Limited Liability Company attaches great importance to respecting and respecting the rights of Internet users, with particular emphasis on the right to privacy protection. The Privacy Policy presented below explains the principles of collecting and processing personal data that we apply.

#### **1) Rules for the processing of personal data:**

- a) "legality, fairness and transparency",
- b) "purpose limitation",
- c) "data minimization",
- d) "correctness",
- e) "limitation of storage",
- f) "integrity and confidentiality".

#### **2) Conditions for the lawful processing of personal data:**

- a) the data subject has consented to the processing of his personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) processing is necessary to fulfill the legal obligation incumbent on the controller;
- d) processing is necessary to protect the vital interests of the data subject or of another natural person;
- e) 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;
- f) processing is necessary for the purposes of the legitimate interests pursued by the administrator or by a third party, except where these interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data, in particular when the data subject is a child.

## **For what purpose and on what basis the data will be processed**

Your personal data obtained in connection with the use of the website will be processed for the following purposes, based on the following legal grounds:

- 1) handling the created account - based on the premise that processing is necessary to perform the contract or to take action at your request before concluding the contract, pursuant to art. 6 sec. 1 lit. b) GDPR,
- 2) presenting a commercial offer (by e-mail) - based on the consent granted, pursuant to art. 6 sec. 1 lit. a) GDPR,
- 3) execution of the entrusted order (if any) or (if consent has been given) for marketing contact by phone or by e-mail - based on the premise that processing is necessary for the performance of the contract or taking action at your request before concluding the contract, based on the requirement of necessity processing to fulfill the legal obligation incumbent on the administrator or based on the consent granted, pursuant to art. 6 sec. 1 lit. b), lit. c) or lit. a) GDPR;
- 4) conducting marketing activities, including customer acquisition and retention - based on the consent granted or on the basis of the necessity of processing to achieve the goals resulting from the legitimate interests pursued by the administrator, pursuant to art. 6 sec. 1 lit. a) or lit. f) GDPR;
- 5) sale of products and services - based on the condition of the necessity of processing to perform the contract or taking action at your request before concluding the contract, based on the condition of the necessity of processing to fulfill the legal obligation incumbent on the administrator or based on the condition of the necessity of processing to achieve the goals resulting from the legitimate interests pursued by the administrator, pursuant to art. 6 sec. 1 lit. b), lit. c) or lit. f) GDPR;
- 6) related to the conducted business, including for the purposes of conducting analyzes and statistics - based on the consent granted or on the basis of the necessity of processing to achieve the goals resulting from the legitimate interests pursued by the administrator, pursuant to art. 6 sec. 1 lit. a) or lit. f) GDPR;
- 7) responding to letters and requests as well as responding and considering possible complaints and, possibly, to establish, investigate or defend claims - based on the premise of the necessity of processing to achieve the goals resulting from legitimate interests pursued by the administrator, pursuant to art. 6 sec. 1 lit. f) GDPR.

Providing personal data that will be processed in the above-mentioned purposes is voluntary, however, failure to provide personal data may result in the inability to achieve these goals.

## Who is the data controller and how to contact him

- The administrator of your personal data is Over Cloud Spółka z ograniczoną odpowiedzialnością, ul. Konstantynowska 34, 94-303 Łódź,
- The administrator appointed the Personal Data Protection Inspector - contact to the DPO: [iod@over-group.pl](mailto:iod@over-group.pl)

## For what period of time the data will be stored

The period of storage of your personal data depends on the purpose for which the data is processed. The period for which your personal data will be stored is calculated based on the following criteria:

- 1) legal provisions that may oblige Over Cloud Limited Liability Company to process data for a specified period of time;
- 2) the period necessary to maintain and service the created account on websites;
- 3) the period necessary to provide services and provide the necessary customer service;
- 4) the period necessary to implement the legitimate interests of the administrator, including for the time of considering possible complaints, for the time of determining, investigating or defending claims;
- 5) the period for which the consent was granted, no longer than until the consent is withdrawn;
- 6) until an objection to further processing of personal data is raised, if the data processing takes place on the basis indicated in art. 6 sec. 1 lit. f) GDPR.

## What are your rights

You have the right to:

- 1) requesting access to your personal data;
- 2) rectification of data;
- 3) demand that incomplete personal data be supplemented, including by providing an additional statement;
- 4) deletion of data or restriction of processing;
- 5) transfer of your personal data.

You have the right to object at any time - for reasons related to your particular situation - to the processing of your personal data based on the basis indicated in art. 6 sec. 1 lit. f) GDPR, including profiling based on this provision (if applicable). In such a situation, we will not process your personal data for these purposes, unless there are valid legitimate grounds for such processing, superior to your interests, rights and freedoms, or there are grounds for establishing, investigating or defending claims. You also have the right to object at any time to the processing of your personal data when your personal data is processed for direct marketing purposes - in which case we will not process your personal data for such purposes.

You have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of the processing of your data, which was made on the basis of the consent granted before its withdrawal.

You also have the right to lodge a complaint with the supervisory authority if you believe that the processing of your personal data violates the provisions of the GDPR. The supervisory body in Poland is the President of the Personal Data Protection Office (PUODO) with its seat in Warsaw, ul. Stawki 2, which you can contact:

- by letter: ul. Stawki 2, 00-193 Warsaw;
- using the electronic inbox available at <https://uodo.gov.pl/pl/p/kontakt>;
- by phone: 22 531 03 00, Helpline: 606-950-000.

### **Other information regarding data processing**

Personal data may be disclosed to employees or associates of Over Cloud Spółka z ograniczoną odpowiedzialnością, contractors and clients of the administrator, as well as entities providing support to the administrator on the basis of commissioned services and in accordance with concluded entrustment agreements.

Personal data will not be processed in an automated manner, including profiling.

Personal data will not be transferred to third countries within the meaning of the GDPR or to international organizations.

### **How to obtain information on data processing**

All correspondence on matters related to the processing of your personal data should be sent to the administrator's address with the note "Personal data" or by e-mail to the e-mail box [iod@over-group.pl](mailto:iod@over-group.pl)

### **Use of cookies**

Our website uses statistical tools, which is why harmless cookies are saved on your device. We use them to better adapt the system to your requirements. We can also run a number of marketing campaigns using Google Adwords and Facebook Ads that require cookies to be saved on the device you are using. Your easily identifiable personal data is not transferred to third parties in any way. The identification is based on general data stored in cookies. Statistical data is not transferred, analyzed by entities other than the data owner / administrator.

Users of our website may stop providing this information to our website at any time by deleting cookies stored on their end devices by our website. To do this, you need to change the settings of the currently used web browser.

You have the right to refuse saving and reading cookies on your device (computer, phone). To do this, you must select the appropriate settings in your web browser options or refuse to consent in the event that the application contained on the website asks you about it.

Configuring the browser in a way that will block the installation of cookies for certain websites selected by the user or for all websites may result in the loss of certain functionalities and make it difficult or impossible to fully use its capabilities. In accordance with the requirements of the Telecommunications Law and GDPR, confirmation of consent to the use of cookies is considered to be the configuration of the browser that allows the installation of cookies on the computer.

### **How we secure your personal data**

Communication between your computer and our server when we collect your personal data is encrypted using the SSL (Secure Socket Layer) protocol. In addition, our databases are protected against access by third parties.

### **Changes to our Privacy Policy**

We reserve the right to change the presented Privacy Policy by publishing new content on our website. After making the change, the Privacy Policy will be published on the website with a new date.

Łask, 25.05.2018