

## Privacy policy of the website [www.grabowskimathcards.com](http://www.grabowskimathcards.com)

*Last update: April 24, 2020*

This Privacy Policy sets rules for the processing of personal data received (i) from the User through the website Karty Grabowskiego available at the following address: [www.grabowskimathcards.com](http://www.grabowskimathcards.com), hereinafter referred to as the “**Website**” and run by Karty Grabowskiego Mateusz Grabowski, and (ii) obtained through social media interacting with the Website.

### 1. Personal Data Administrator and the Website Users

- 1.1 Mateusz Grabowski who runs a business activity under the name “Karty Grabowskiego Mateusz Grabowski” acts as an administrator of personal data obtained from the User via the Website. The company’s registered office is in Poznań, 61-465 Poznań, ul. Św. Szczepana 20 a); Statistical ID No. (REGON): 361172253 and Tax ID No. (NIP): 673-188-65-47.
- 1.2 Whenever the term “User” is used in this Privacy Policy, it should be understood as: (i) any individual who is eighteen years old and has full legal capacity, (ii) an individual who is not eighteen yet but is thirteen years old or individuals with limited legal capacity who have been granted consent from their legal representative as required by legal provisions and who use the Website, in particular on terms set out in the Website regulations.

### 2. How do we collect data from the Website Users?

We collect data about the Website Users in the following way:

- the Users enter their data on forms available on the Website (i.e. order form, newsletter) or
- through *cookie files* saved in the Users’ end-devices (also known as “cookies”), or
- through our fan page, websites and channels on social media (such as Facebook and Instagram).

### 3. Purpose and legal basis for data processing

We use the Users’ data entered on forms and obtained through our channels on social media for the purposes for which they were provided to us, i.e.:

- the processing is necessary to fulfil an order and perform a contract between us (Article 6 (1) (b) of the GDPR);
- the processing is necessary to send information about products, promotions and new products in the form of a newsletter only if the User has given consent to receive such information ((Article 6 (1) (a) and (f) of the GDPR);
- the processing is necessary to respond to inquiries and handle Users' complaints (Article 6 (1) (b) and (f) of the GDPR);
- the processing is necessary to fulfil legal obligations imposed on the Administrator in accordance with the provisions of law, such as issuing and storing invoices and other accounting documents (Article 6 (1) (c) of the GDPR).

### 4. Scope of data collected

- 4.1. For the purposes of fulfilling an order the following data are collected:
  - full name;

- company's name and tax identification number (if an invoice for purchases in the store is issued), home address or correspondence address (including workplace address at the User's request);
  - e-mail address;
  - phone number.
- 4.2. If the Users subscribe to a newsletter, they shall provide the Administrator only with their e-mail addresses and give a required consent.
- 4.3. If the Users communicate via social media and are active on these media, additional categories of data may also be collected. These data that are provided to the Administrator voluntarily (the content of private messages, messages on fan page, likes etc. according to features of a given website).

## **5. How long will we store Users' data?**

The period of time during which the Administrator will process the Users' data and the categories of data to be stored may differ according to the purpose of the processing. Generally, the Administrator will process data for the duration of the contract (order fulfilment) and subscription to the newsletter, and then will store them for the period necessary to establish, pursue or defend claims or for as long as it is required based on the provisions of generally applicable law. We assure you that your personal data will be processed no longer than it is necessary and legitimate.

## **6. Providing data and entrusting data processing**

- 6.1. In order to fulfil an order, the Administrator may provide the Users' data to entities that deliver parcels (such as address and telephone number) and entities authorized to receive such data under the provisions of generally applicable law.
- 6.2. The Administrator entrusts the Users' data collected through the Website to a company under the business name (i) "Grupa INTERIA.PL Sp. z o.o. sp. k." with its registered office in Kraków, Os. Teatralne 9A, 31-946 Kraków, that provides hosting services on the sfera.pl platform, and (ii) "Google Ireland Limited" with its registered office in Gordon House, Barrow Street, Dublin 4, Ireland, as part of the Google Cloud SQL service. These data are entrusted only to provide these services to the Administrator and are not processed by the above-mentioned entities for any other purposes.
- 6.3. If the Users agree to receive a newsletter, their personal data will be entrusted to the company under the business name "FreshMail Sp. z o.o." with its registered office in Kraków, ul. 29 Listopada 155 c, 31-406 Kraków, as part of the Freshmail service. These data are entrusted only to enable FreshMail Sp. z o.o. to provide the newsletter service to the Administrator and are not processed for any other purpose.
- 6.4. If the Administrator is contacted via social media, such as Facebook or Instagram, the Users also provides their data to administrators of these websites. Their processing is governed by separate privacy policies and terms of service. We encourage you to read these regulations carefully.

## **7. How will we contact the Website Users?**

- 7.1. We will contact the Website Users by e-mail to inform them about their order status.

- 7.2. We may also contact them by phone if we have relevant information regarding the order execution.
- 7.3. If the Users subscribed to our newsletter and agreed to receive it, they will receive it from us by e-mail, to the address they provided.
- 7.4. In the case of communication via social media, we will provide answers and communicate with the Users via website through which they submitted an inquiry.

## 8. Users' rights regarding their personal data

8.1 All Users have the right to:

- **access their personal data** and to receive their copy in a commonly understood format;
- **rectify their personal data** by correcting inaccurate data or adding incomplete data, bearing the purposes of processing in mind;
- **delete their personal data** if the processing is no longer necessary for the purposes for which they were collected or otherwise processed, or if the Users withdraws the consent on which the processing is based and there is no other legal basis for the processing, or when the Users object to the processing based on their right to do so and there are no overriding, legally justified grounds for the processing (e.g. such as establishing, pursuing and defending the Administrator's claims), or if personal data have been processed unlawfully;
- **limit the processing of their personal data**, especially if the Users question the correctness of the personal data provided (for a period that allows the Administrator to check the correctness of these data), or when the Users have objected to the processing pursuant to Article 21 (1) of the GDPR (until it is determined whether the Administrator's legitimate grounds override the grounds for the Users' objection);
- **object to the processing of their personal data**: if the Users object to the processing of personal data based on Article 6 (1) (f) of the GDPR for reasons related to their particular situation, the Administrator ceases to process these personal data unless it is able to prove the existence of valid, legitimate grounds for processing that override the interests, rights and freedoms of the Users (in particular defence against claims);
- **transfer their personal data**: at the request of the Users, the Administrator transfer personal data received from them to another administrator as indicated by the Users, if it is technically possible, in a structured, commonly used, machine-readable format if the processing was based on the provisions of Article 6 (1) (a) and Article 6 (1) (b) of the GDPR.
- **withdraw their consent**.

8.2 In order to exercise the above rights, please contact us by e-mail at the following address: [info@kartygrabowskiego.pl](mailto:info@kartygrabowskiego.pl)

8.3 If the Users have agreed to receive newsletters from the Administrator, we would like to inform that this consent can be revoked at any time by unsubscribing from the newsletter. To unsubscribe, please send an e-mail to the following address: [info@kartygrabowskiego.pl](mailto:info@kartygrabowskiego.pl).

Additionally, information on the method of resignation can be found in the footer of each e-mail with newsletter sent by the Administrator.

- 8.4 The Administrator also informs that each data subject has the right to lodge a complaint with a supervisory body, i.e. the President of the Personal Data Protection Office.

## **9. Cookie files**

9.1 Our Website uses cookie files.

9.2. Cookie files (also known as “cookies”) are small text files sent by the Website and stored on the Website User’s computer. Cookies contain certain information regarding the use of the Website.

9.3. We use cookies that are:

- necessary for the operation of our Website: such files enable proper operation of our Website (logging in, navigating and making purchases); blocking them may prevent our Website from working properly;
- statistical: such cookie files allow us to collect information on the use of our Website; it uses Google Analytics, a web analytics tool offered by Google, Inc.;
- social: such cookie files allow us to integrate social networking sites (e.g. Facebook) with our Website.

9.4. We use two types of cookies: session and persistent ones. The former ones are temporary files that are stored on the User’s end device until logging out, leaving a website or closing a web browser. The latter are stored on the User’s end device for the time specified in the cookie parameters or until they are deleted by the User.

9.5. The Administrator informs that together with Facebook Ireland Limited with its registered office at 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Republic of Ireland (an administrator of Facebook and Instagram) they act as joint data administrators of the Users of the fan page and channels in accordance with Article 26 of the GDPR as regards the processing of such personal data in events for fan page and channel statistics.

9.6. The web browser usually allows cookies to be stored on the User’s end device by default. These settings can be changed at any time. The web browser allows its users to delete cookies. It is also possible to automatically block cookies. Web browser documentation contains detailed information on cookie files policy. The Administrator encourages the Users to read it.

## **10. Changes to the Privacy Policy**

This Privacy Policy is updated by the Administrator on an ongoing basis in order to provide the Website Users with the highest level of privacy protection. If any changes to the Privacy Policy are planned, the User will be informed about them in advance on the Website.