

General Privacy Policy

§ 1 General provisions

1. This General Privacy Policy (hereinafter: the “General Privacy Policy”) forms Appendix 1 to the General Terms for the Provision of Services (hereinafter: the General Terms) defining the rules for the provision of Services on each Website operated by the Service Provider or as part of the Services provided by the Service Provider, save that the full and current content of the General Terms is available at: <https://www.lerg.pl/rodo>. The terms used in this General Privacy Policy and not defined in the glossary of definitions specified in § 1 (5) of this General Privacy Policy should first be understood as defined in the Specific Terms or the General Terms, and if an appropriate definition is not provided in the Specific Terms or the General Terms, first of all referred to the meaning adopted in the provisions of applicable law, and then to customary meaning.
2. This Privacy Policy is effective starting from 25 May 2018 until further notice.
3. It is assumed that:
 - a) Any person who has started using the Website or Service indicated in § 1 (6) of these General Terms should first read the content and accept the provisions of these General Terms and appendices hereto, including this General Privacy Policy, save that it is not necessary to acknowledge the same by concluding a separate individual contract for the Provision of Electronic Services, including in writing, unless the provisions of the Specific Terms provide otherwise.
 - b) However, the User of the Website or Service has the right to ask the Service Provider to send them the full content of the provisions on the basis of which they use the Website or Service, including explanations as to the interpretation of the provisions of the General Terms, appendices hereto, including this General Policy Privacy, including clarifications of the relationship between these regulations.
 - c) At the same time, any person who wants to start using the Website and believes that the provision of Services should take place under conditions other than those described in the General Terms and in appendices hereto, including the General Privacy Policy, should contact the Service Provider and determine whether this is possible, and if it is not, they should not use the Website or Service.
 - d) In order to avoid instances of using the Website without reading the conditions of providing Services, the Service Provider:
 - deploys an information system consisting in the implementation of a pop up message displayed at the entry to the Website, containing information on the rules for the provision of Services and the rules for the processing of personal data,
 - provides at any time easy access to information on the rules for the provision of Services and the rules for the processing of personal data, including by providing access to documentation from the level of not only the main page but also each subpage by means of an appropriate footer reference.
 - e) The User other than a Consumer, who has started using the Website or Service, has read the General Terms and appendices hereto, including this General Privacy Policy.

The provisions of § 6 of these General Terms apply to the exercise of the rights provided for in the preceding sentences, including in particular to the methods of asking the Service Provider for clarifications.

4. The Service Provider’s details together with the list of Websites operated by the Service Provider or the Services provided constitute Appendix 4 to the General Terms. The content is available at: <https://www.lerg.pl/rodo>.
5. For the purposes of this Privacy Policy it is assumed that:
 - a) **Personal Data** means all information about an identified or identifiable natural person (“data subject”); an identifiable natural person is a person who can be directly or indirectly identified, in particular on the basis of an identifier such as forename and surname, identification number, location data, online identifier or one or several specific factors determining physical, physiological, genetic, mental, economic, cultural or social identity of the natural person;
 - b) **GDPR** means Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the

- free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), (OJ EU L 119/1),
- c) **Personal Data Processing** means an operation or set of operations performed on personal data or sets of personal data in an automated or non-automated manner, such as collecting, recording, organizing, structuring, storing, adapting or modifying, downloading, viewing, using, disclosing by sending, disseminating or other types of sharing, matching or combining, restricting, erasing or destroying,
 - d) **Information System** means a set of cooperating devices, programs, information processing procedures and software tools used for Personal Data Processing,
 - e) **Personal Data Controller** means an authority, institution, organizational unit, entity or person deciding on the purposes and means of Personal Data Processing, which meets the conditions for being considered a “Controller” in accordance with the provisions of the GDPR, save that the Controller is the Service Provider operating the Website.
 - f) **Processor** means a natural or legal person, public authority, unit or other entity that processes personal data on behalf of the Personal Data Controller,
 - g) **Telecommunications Terminal Equipment** means telecommunications equipment intended to be connected directly or indirectly to network terminations,
 - h) **Recipient** means a natural or legal person, public authority, unit or other entity to whom personal data is disclosed, regardless of whether it is a third party. However, public authorities that may receive personal data as part of a specific procedure under Union or Member State law are not considered as recipients; the processing of this data by these public authorities must comply with the data protection laws applicable according to the purposes of the processing,
 - i) **Data Set** means a structured set of personal data available according to specific criteria, regardless of whether the set is centralized, decentralized or functionally or geographically dispersed,
 - j) **Restriction** of processing means the marking of stored personal data in order to limit its future processing,
 - k) **Consent of the data subject** means a voluntary, specific, informed and unequivocal declaration of intent, by which the data subject, in the form of a statement or explicit confirmation action, authorizes the processing of their personal data,
 - l) **Breach of personal data protection** means a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access to personal data sent, stored or otherwise processed,
 - m) **Supervisory authority** means an independent public body established by a Member State in accordance with Article 51 GDPR,
 - n) **Profiling** means any form of automated processing of personal data that involves the use of personal data to evaluate certain personal factors of a natural person, in particular to analyze or forecast aspects of the natural person’s work effects, economic situation, health, personal preferences, interests, credibility, behaviour, location or movement;
 - o) **Third Country** means a country outside the European Economic Area, including outside the European Union,
 - p) **Data transfer** means the transfer of personal data to a Third Country or an International Organization,
 - q) **Supervisory authority concerned** means the supervisory authority concerned by the processing of personal data because:
 - the controller or processor has an organizational unit in the territory of the Member State of that supervisory authority;
 - the processing significantly affects or may significantly affect data subjects residing in the Member State of that supervisory authority; or
 - a complaint was lodged with that authority.

§ 2 Specific provisions

1. The Service Provider ensures that in its activities it is always guided by the fact that the right to privacy, the right to the protection of personal data are fully, and in accordance with the provisions of national law and the legal order of the European Union, international law standards, respected and applied, in particular the Service Provider respects the Users’ right to choose the content, information they want to provide, leave or otherwise make available to the Service Provider.
2. In view of the above, the Service Provider determines that this General Privacy Policy contains information regarding:

- a) The use of cookies or similar technologies in general
- b) General information about Personal Data Processing:
- c) Ways to secure the information obtained.

§ 3 Personal Data Processing

1. The Service Provider informs you that the provisions of applicable law regarding the processing of Users' Personal Data are:
 - a) Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter: "GDPR"),
 - b) Act of 18 July 2002 on the provision of electronic services (Journal of Laws of 2002, No. 144, item 1204, as amended) (hereinafter: APES),
 - c) Act of 10 May 2018 on the protection of personal data (Journal of Laws of 2018, item 1000, as amended) (hereinafter: APPD),
 - d) Act of 21 February 2019 amending certain acts in connection with ensuring the application of Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Journal of Laws of 2019, item 730) (hereinafter: GDPR Sectoral Act).
2. The Service Provider emphasizes that it decides about the purposes and methods of processing Personal Data of Website Users. The Service Provider declares that it is the Controller of Users' Personal Data. The details of the Service Provider and the Websites and Services provided is attached as Appendix 4 to the General Terms. The appendix is available at: <https://www.lerg.pl/rodo>. Detailed rules for the processing of personal data by the Service Provider are described in Appendix 5 to the General Terms, i.e. the General Information Clause, the content of which is available at: <https://www.lerg.pl/rodo>.
3. In order to provide Services, the Service Provider may transfer Users' Personal Data to Recipients.
4. In order to provide Services, the Service Provider may entrust the processing of Users' Personal Data.
5. The Service Provider may use the services of entities located in Third Countries, as a consequence of which the User should be aware of the possible transfer of personal data to a Third Country or an International Organization. The transfer of Personal Data to a Third Country will take place on the terms resulting from article 46 GDPR, in particular on the basis of standard contractual clauses.
6. The Service Provider may use profiling.

§ 4 Use of Cookies and other Technologies

1. The Website operated by the Service Provider uses cookies.
2. The Service Provider undertakes to provide Users with full information on the technologies used, including cookies.
3. The Service Provider emphasizes that Cookies are data in the form of files, often text files. The Website sends these files to the User's browser. These files are saved and stored on the User's end device. If the User connects to the Website, the User's browser transfers the above files to the Website (server). Cookies may connect to a Website when you browse other websites.
4. The Service Provider indicates that cookies may have different uses. They are mainly used for recording by storing data, including those encoded in the form of a string. One of the purposes of using cookies is to save or maintain the session after logging in, i.e. to enable e.g. automatic login to the User's account on the Website. With cookies, the User does not need to enter the same data when using the Website again.
5. The Service Provider would like to emphasize that there are different types of Cookies. In terms of the period of existence of these files in the User's end device, permanent and session cookies can be distinguished. The former are stored for a period predetermined in the file instructions, but not longer than until the User permanently deletes them from the browser. The latter are temporary files. Therefore, they will be stored in the User's end device only until leaving the Website, logging out, terminating use of the service, closing the browser.

6. The Service Provider informs you that in terms of the origin of cookies, own and external cookies can be distinguished. The former come from the Website you are browsing or using. On the other hand, external cookies come from sources other than from entities operating the above Websites. Most often it is data from external advertisers, i.e. from their servers.
 7. The Service Provider indicates that Cookies can also be distinguished by type of use. "Operation, Optimization, Performance, Efficiency Cookies" are used for the proper operation of a website, online service, in technical terms, as well as to ensure its smooth operation and quality of functioning. "Preferences, Functionality, Service Cookies" are used to adjust the technical aspects, i.e. the overall appearance and layout of the Website, as well as detailed settings, such as font size, font colour, typeface, background, as well as content aspects, for the selection of favourite content. "Security, Confidentiality Cookies" are used to secure the operation of the Website, including to ensure that there is no interference in the authorization process. "Advertising, Marketing Cookies" are used to match ads to products and content searched by the User. "Authorization, Authentication Cookies" are used to verify the User, including to ensure continued session duration. "Analysis, Statistics Cookies" are used to analyze the traffic on Websites, the use of Websites, including their popularity.
 8. The Service Provider would like to emphasize that when using cookies, the User's personal data is processed.
 9. The Service Provider emphasizes that the following types of information may be found in cookies: domain name, storage time on the end device, unique name, type of browser, type of operating system, IP number, unique identifier of the User's end device, time of visit, location data, settings language, IP data.
 10. The User is not obliged to use cookies, however the Service Provider reserves that despite the utmost care applied, in some cases the failure to use cookies may lead to reduced functionality of the Website.
 11. The Service Provider reserves that, if necessary, it can also use technologies other than cookies of a similar nature, such as Google Analytics (for detailed information about this technology, please visit: <https://marketingplatform.google.com/about/analytics/?hl=en>).
 12. The Service Provider adopts general or detailed rules for the use of cookies or similar technologies on each Website operated by the Service Provider. General rules will be included in the General Cookies Policy, and in the event that it is necessary to adopt special or separate solutions for a Website, these will be included in the Specific Cookies Policy for that Website.
 13. The General Cookies Policy forms Appendix 2 to the General Terms and contains an elaboration of the provisions of the General Privacy Policy in the field of cookies or other similar technologies used. (The appendix is available at: <https://www.lerg.pl/rodo>).
- The document indicates in particular the parameters and types of cookies used and the purpose for which they are used. In addition, the General Cookies Policy contains detailed rules for the User to manage cookie settings.

§ 5 Other Tools

1. The Service Provider also uses the analysis of access logs, which contain information about the User's activity on the Website, including processing of the IP address in this respect. The purpose of collecting logs is to monitor the efficiency of the Website, traffic analysis, monitoring security maintenance, communication analysis and server operation.

§ 6 Applied Security Measures

1. The Service Provider indicates that it can use the following ways to secure Personal Data: secure communication encryption protocol (SSL), pseudonymization, data encryption, backup mechanism, event log, access control, log analysis. In the case of data transfer to a Third Country, the Administrator implements additional security measures, adequate to the level of risk resulting from a specific transfer.

§ 7 Miscellaneous

1. The Service Provider indicates that each Website operated by the Service Provider may contain a reference to other websites not maintained by the Service Provider.
2. Subject to applicable law, the Service Provider waives any liability for the above other websites, i.e. for their operation and availability, in particular for the methods and purposes of personal data processing used therein, compliance with the information obligation, technologies used, including cookies or similar files, implemented security measures, etc. In particular, the Service Provider warns you that before using such other websites, the User should verify their credibility and become familiar with the principles of providing Electronic Services and privacy policies, cookie policies, etc.

3. The Service Provider ensures that the processing of personal data on each Website is carried out in compliance with the principle of minimization, so that Personal Data is processed only if and only to the extent that is necessary for the operation of the Website.
4. The Service Provider may adopt Information Clauses for the processing of personal data to be presented to the User when using specific functionalities and Services as part of a specific Website. If such clauses have not been adopted and not published, the rules for the processing of the User's personal data are governed only by the General Information Clause, i.e. Appendix 5 to the General Terms. The document is available at: <https://www.lerg.pl/rodo>.