

Personal Data Protection and Processing Policies

*ARTIGIO SP. Z O.O. registered office in Rzeszów (35-005),
ul. Aleksandra Fredry 8/7, REGON: 367634192, NIP: 8133748871, registered by the District Court
in Rzeszów, 12th Commercial Division of the National Court
Register*

Section 1. General

1. The Personal Data Protection and Processing Policies ("PDPPP") specify the rules for the protection and processing of personal data of users of **artig.io** ("Website"), and also individuals who via the Website entered into the agreement for the use of the services under the provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27/04/2016 on the protection of natural persons as regards personal data processing, on the free movement of such data and on the repeal of Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119, pg. 1) ("GDPR") and domestic laws applicable to personal data.
2. The Website is administered by **Artigio sp. z o.o.**, registered office in Rzeszów (35-005), ul. Aleksandra Fredry 8/7, REGON: 367634192, NIP: 8133748871, registered by the District Court in Rzeszów, 12th Commercial Division of the National Court Register ("Artigio sp. z o.o.").
3. Via the Website, the User may place an order in person and, therefore, lead to the execution of the agreement between the User and Artigio sp. z o.o. for the provision of the services involving the access to the Artigio system ("Service").
4. Artigio sp. z o.o. is the controller of personal data collected, processed and used for the provision of the services by Clients, submitted in relation to the use of the Website by the users ("Users") or "Clients"), and in any manner, especially submitted by e-mail or telephone.

Section 2. Personal data, aims and basis for processing

1. The access to the Website may involve collecting and processing the Users' data by Artigio sp. z o.o.
2. A certain portion of the data collected and processed by Artigio sp. z o.o. is personal data. Artigio sp. z o.o. may also process collective information about the Users of the Website.
3. Artigio sp. z o.o. collects the data provided by the User during the registration of the user on the Website.
4. Artigio Sp. z o.o. processes the personal data which falls into the following categories: basic identification data (full name), e-mail, telephone number, financial data, complaints, data related to (Art. 14(1)(d) GDPR).
5. Personal User data will be processed for the following purposes:
 - 1) to enter into the agreement for the provision of the services and use of the functionalities of the Website, run by Artigio sp. z o.o. ... (basis under Art. 6(1)(b) GDPR);

- 2) to enter into and perform the agreement for the supplementary services (basis under Art. 6(1)(b) GDPR);
- 3) to submit the data to entities cooperating with Artigio sp. z o.o., that is _____, which is necessary for the provision of the service _____ (basis under Art. 6(1)(b) GDPR);
- 4) to run promotional campaigns, incentive plans and programmes, in which the Users may participate, also to grant discounts (basis under Art. 6(1)(b) GDPR);
- 5) for analytical purposes, especially including research into the market , buying behaviour and preferences of the Users, assessment of User satisfaction related to the Website, to increase the quality of the services provided, which is a legally justified interest of Artigio sp. z o.o. (basis under Art. 6(1)(f) GDPR);
- 6) for Artigio sp. z o.o. to offer products and services directly to the Users of the Website (direct marketing and remarketing), also to tailor the products and services to needs of the Users by profiling, which – however – will not substantially affect the situation or cause legal effects in relation to the Website User, which is a legally justified interest of Artigio sp. z o.o. (basis under Art. 6(1)(f) GDPR);
- 7) for archiving (evidence) purposes, to secure information in the case of a legal necessity of proving facts, also to discharge the duty of accountability derived from GDPR, which is a legally justified interest of Artigio sp. z o.o. (basis under Art. 6(1)(f) GDPR);
- 8) to assert or defend against legal claims, if necessary;
- 9) to administer the User account on the Website and solve technical difficulties (basis under Art. 6(1)(b) GDPR);
- 10) to discharge legal duties stemming from provisions generally applicable and imposed on Artigio sp. z o.o., especially for accounting and tax purposes (basis under Art. 6(1)(c) GDPR);

The provision of the personal data specified herein is voluntary, yet necessary to use the Website and services it offers, as well as to settle complaints.

Section 3. User rights

1. The User has the right:

- 1) to access the data and to receive its copy;
- 2) to rectify (correct) the data;
- 3) to have the data removed, if the User thinks there is no basis for us to process it;

- 4) to have the processing of the data limited, if the User thinks we have incorrect data of which they are subject or we process it groundlessly; or when the User does not want to have the data removed, because it is required to determine, assert or defend against legal claims; or for the period of the objection to data processing filed by the User;
 - 5) to object to data processing for direct marketing, including profiling and the right to object to data processing based on a legally justified interest for purposes other than direct marketing due to causes attributable to the special situation of the user;
 - 6) to have the data transferred – the user has the right to receive from Artigio sp. z o.o. the data they submitted to Artigio sp. z o.o. in a structured, commonly used and machine-readable format under the agreement or consent and when the processing takes place automatically, the user may instruct Artigio sp. z o.o. to send the data directly to another entity;
 - 7) to complain to a supervisory authority – if the user thinks that we process their data illegally and/or unlawfully, they may complain to the Office for Personal Data Protection or another competent supervisory authority;
 - 8) the right to withdraw the consent for personal data processing – at any time, the user has the right to withdraw their consent to the processing of said personal data, which Artigio sp. z o.o. processes on the basis of the consent; the withdrawal will not affect the legality and/or lawfulness of the processing based on the consent before the withdrawal.
2. If for the purpose of booking the User indicates natural persons who are to use the services available on the Website, Artigio sp. z o.o. is also the controller of those natural persons' personal data and processes it in relation to the use of the services available on the Website pursuant to the rules and regulations specified in PDPPP. The natural persons whose personal data is processed by Artigio sp. z o.o. have the rights specified in subsection 3 above, that is the right to access the data and receive its copy, the right to have it corrected, rectified or removed, the right to have its processing restricted, also the right to transfer the data, object to its processing and complain to the supervisory authority as regards the processing. Furthermore, each data subject has the right to withdraw the consent to the processing of said data at any time, which data Artigio sp. z o.o. processes on the basis of the consent. The withdrawal does not affect the legality and/or lawfulness of the processing based on the consent before the withdrawal.
 3. Artigio sp. z o.o. would like to inform you that any data of the natural persons mentioned in subsection 2 above is obtained by Artigio sp. z o.o. from the User. The User is obliged to inform said natural persons of the submission of such personal data to Artigio sp. z o.o., and if the User does not provide the e-mail addresses of the data subjects, to inform them of their right to access the data and receive its copy, the right to have it corrected, rectified, removed or to have its processing limited, to have it transferred, to object to its processing and to complain to the supervisory authority

the right to withdraw the consent to the processing of said personal data, which Artigio sp. z o.o. processes on the basis of the consent, and to request that Artigio sp. z o.o. provide the evidence that these obligations are fulfilled.

4. As regards the acquisition by Artigio sp. z o.o. from the Users of the data mentioned in subsection 2 above, we would like to inform you that we process the personal data which falls into the following categories: basic identification data (full name), e-mail, telephone number, financial data, complaints, data related to __, (Art. 14(1)(d) GDPR).
5. The User may exercise the right to access their data and correct it through individual verification in the registration form. Additionally, the User and other natural persons whose data is processed in relation to its submission during the registration by the User may exercise the right to access the data and correct it and to withdraw the consents given via e-mail, by sending a message to biuro@artig.io

Section 4. Data recipients

The access to the User's personal data may be granted to the following categories of entities:

- 1) entitled employees and co-workers of Artigio sp. z o.o.;
- 2) cooperating entities which, depending on the character of the cooperation, may also be separate data controllers;
- 3) service providers supplying Artigio sp. z o.o. with technical and organisational solutions, enabling the fulfilment of the agreement for the provision of the services related to the functionalities of the Website and enabling the management of the administrator's organisation (especially courier and postal companies, providers of IT, marketing, legal and counselling services and their authorised employees);
- 4) public authorities,

Section 5. Data transfer to third countries or international organisations

1. Artigio sp. z o.o. would like to inform you that the Users' personal data may also be submitted to recipients in third countries, that is Google Llc, Facebook Inc. or Microsoft Corporation, subject to the Privacy Shield certification. (the aforementioned entities's being subject to the certification can be verified at: <https://www.privacyshield.gov/list>).
2. Any transfer of said personal data beyond the European Economic Area by Artigio sp. z o.o. may occur only based on sufficient legal protective measures, which will be, for instance, standard contractual clauses approved by the European Union.

Section 6. Children

The website has not been designed with children up to 16 years of age in mind; neither is it directed at them.

Section 7. Data retention period

The personal data submitted by the user will be processed within the scope and for the period necessary for the fulfilment of the purposes for which it has been collected. This period is not possible to be unambiguously determined and depends on decisions related to the use of the functionalities provided by the Website, in relation to which said data has been acquired. As regards Agreements which expired or were terminated, the period of personal data processing by Artigio sp. z o.o. is determined by limitation periods for legal claims under the Civil Code and duties of Artigio sp. z o.o. under tax and accounting laws; therefore, we will not be processing data for more than ten (10) years from the expiration of the agreement. Personal data processed for the purposes covered only by the consent statement will be processed for these purposes until the consent is withdrawn.