

**PRIVACY POLICY OF THE CHMURAKRAJOWA.PL WEBSITE
POLICY ON THE PROCESSING OF PERSONAL DATA
BY OPERATOR CHMURY KRAJOWEJ SP. Z O.O.**

1. DEFINITIONS

- 1.1. **Controller or OChK** - Operator Chmury Krajowej Sp. z o.o., with its registered office in Warsaw, ul. Grzybowska 62, 00-844 Warszawa.
- 1.2. **Personal Data** - any information about an identified or identifiable natural person who can be identified by reference to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person, including the IP of the device, location details, online identifier and information gathered using cookies or other similar technologies.
- 1.3. **Policy** - this Privacy Policy.
- 1.4. **GDPR** - Regulation (EU) 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.
- 1.5. **Website** - the Internet site operated by the Controller at chmurakrajowa.pl.
- 1.6. **User** - any natural person visiting the Website or using one or more services or functionalities described in the Policy.

2. DATA PROCESSING IN RELATION TO USING THE WEBSITE

- 2.1. In relation to using the Website by the User, the Controller collects data within the scope necessary for the purposes of the provision of services using electronic means, as well as information about User's activities on the Website. Detailed principles and purposes of the processing of Personal Data collected in the process of the User using the Website are described below.

3. PURPOSES OF AND LEGAL GROUNDS FOR THE PROCESSING OF PERSONAL DATA

USE OF THE WEBSITE

- 3.1. Personal data of all persons using the Website (including IP address or other identifiers and other information gathered using cookies or other similar technologies) shall be processed by the Controller:
 - 3.1.1. for the purposes of the provision of services using electronic means including making available the content collected on the Website to the Users - processing is necessary for the performance of a contract (point (b) Article 6(1) of the GDPR);
 - 3.1.2. for analytical and statistical purposes - the data are processed based on a legitimate interest pursued by the Controller (point (f) of

Article 6(1) of the GDPR) involving analysing activities of Users, as well as their preferences in order to improve the functionalities used and the services provided;

- 3.1.3. for the purposes of the establishment, exercise or defence of potential legal claims - the data are processed based on a legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR). involving the protection of the Controller's rights.
- 3.2. Activities of the User on the Website, including the User's Personal Data, are recorded in system logs (special computer programme used to keep chronological records containing information on events and activities, pertaining to the IT system used for the purposes of the provision of services by the Controller). Information collected in logs are processed first of all for the purposes related to the provision of services. The Controller also processes these data for technical, administrative purposes, for the purposes of ensuring safety and managing this system, as well as for analytical and statistical purposes - the data are processed based on a legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR).

CONTACT FORMS

- 3.3. OChK can be contacted using electronic communication forms. When using the form, it is necessary to provide Personal Data required to contact the User and answer the User's questions. The User may also provide other data to facilitate contact or the processing of the question. The provision of the data marked as obligatory is required in order to accept and process the question, and failure to provide these data prevents provision of the service. Data are disclosed on a voluntary basis.
- 3.4. Personal data are processed:
 - 3.4.1. for the purposes of identifying the sender and processing the sender's question sent using the form made available - the data are processed based on a legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR). involving effective communication with the Users;
 - 3.4.2. for analytical and statistical purposes - the data are processed based on a legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR) involving keeping statistics of the Users' questions asked via the Website, in order to improve the functionalities used.

E-MAIL AND TRADITIONAL CORRESPONDENCE

- 3.5. In the case of sending correspondence to OChK, personal data included therein shall be processed only for the purposes of communication and resolution of issues to which the correspondence refers.
- 3.6. The legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR) involving responding to correspondence sent to the Controller in relation to its business activities shall provide a basis for the processing.
- 3.7. OChK shall only process Personal Data relevant for the issue to which the

correspondence refers. All correspondence shall be stored in a manner ensuring security of Personal Data included therein (and other information) and shall be disclosed only to authorised persons.

PROCESSING OF PERSONAL DATA OF EMPLOYEES OF BUSINESS PARTNERS OR CLIENTS COOPERATING WITH OChK

- 3.8. In relation to concluding commercial contracts within the framework of business activities carried out, OChK obtains, from business partners/clients, data of persons participating in the implementation of such contracts (e.g. authorised contact persons, persons placing orders, fulfilling orders, etc.). The scope of data provided is in each case limited to the extent necessary to perform the contract and usually does not include information other than first name and surname, as well as official contact details.
- 3.9. Such Personal Data are processed for the purposes of the legitimate interests pursued by OChK and its business partner (point (f) of Article 6(1) of the GDPR), which involves enabling the correct and effective performance of the contract. Such data can be disclosed to third parties involved in the performance of the contract, as well as to entities obtaining access to data within the framework of procurement proceedings (especially conducted based on the Public Procurement Law, within the scope provided for in these regulations).
- 3.10. Data shall be processed for the period necessary to pursue the aforementioned interests and fulfil obligations imposed by regulations.

COLLECTION OF DATA IN OTHER INSTANCES

- 3.11. In relation to the activities conducted, OChK collects Personal Data also in other instances - e.g. in relation to establishing and using mutual relationships (networking) at industry meetings or by exchanging business cards - for the purposes related to the establishment and maintenance of business relationships. In this case, the legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR) involving the establishment of the network of contacts in relation to activities carried out shall provide a basis for the processing.
- 3.12. Personal Data collected in such instances are processed for the sole purpose for which they have been collected, and the Controller shall ensure their proper protection.

4. PROVISION OF SERVICES BY OChK TO CLIENTS

- 4.1. In the case of OChK concluding the contract on the provision of cloud computing services, OChK shall process data on and for behalf of its Client, acting as the processor.
- 4.2. Detailed terms and conditions of the processing of personal data in relation to OChK providing such services in each case are detailed in the contract between OChK and the Client.

5. SOCIAL MEDIA

- 5.1. The Controller processes Personal Data of Users visiting the Controller's profile in social media (LinkedIn). These data are processed only in relation to operating the profile, including to notify the Users of the Controller's activities and promote various events, services and products. The legitimate interest pursued by the Controller (point (f) Article 6(1) of the GDPR) involving the promotion of its own brand shall provide a basis for the processing of Personal Data for these purposes.

6. COOKIES AND SIMILAR TECHNOLOGY

- 6.1. Cookies are small text files stored on the User's device while browsing the Website. Cookies collect information facilitating using the site - e.g. by remembering visits of the User on the Website and activities of the Users.

"SERVICE" COOKIES

- 6.2. The Controller uses so-called service cookies primarily to enable the User to use services provided electronically and to improve the quality of these services. Therefore, the Controller and other entities offering their analytical and statistical services use cookies by storing information or accessing information already stored in the User's telecommunications terminal equipment (computer, telephone, tablet). Cookies used for this purpose include:

- 6.2.1. user input cookies with data entered by the User (session id) for the duration of the session;
- 6.2.2. user centric security cookies, used to detect authentication abuses;
- 6.2.3. user interface customization cookies - permanent cookies used to personalize the User interface for the duration of the session or a bit longer.

GOOGLE ANALYTICS

- 6.3. The Controller cooperates with its partner - Google - with respect to solutions and tools used for analytical purposes. Google Analytics cookies are files used by Google to analyse how the User uses the Website, as well as to create statistics and reports on the functioning of the Website). Google does not use the collected data to identify the User and does not link this information to enable identification.

Detailed information about the scope and rules of data collection in connection with this service can be found at: <https://www.google.com/intl/pl/policies/privacy/partners>.

7. MANAGING COOKIE SETTINGS

- 7.1. The use of cookies to collect data, including obtaining access to data saved on the User's device, shall require the consent of the User. Such consent can be withdrawn at any time.
- 7.2. The consent shall not be required only in the case of cookies the use of which is necessary to provide telecommunication service (data transmission in order to display content).
- 7.3. The consent to use cookies can be withdrawn by changing the browser settings. Related detailed information is available in the links below:
 - 7.3.1. Internet Explorer: <https://support.microsoft.com/pl-pl/help/17442/windows-internet-explorer-delete-manage-cookies>
 - 7.3.2. Mozilla Firefox: <http://support.mozilla.org/pl/kb/ciasteczka>
 - 7.3.3. Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647>
 - 7.3.4. Opera: <http://help.opera.com/Windows/12.10/pl/cookies.html>
 - 7.3.5. Safari: <https://support.apple.com/kb/PH5042?locale=en-GB>
- 7.4. The User may verify the status of its current privacy settings for the web browser used by means of the tools available at:
 - 7.4.1. <http://www.youronlinechoices.com/pl/twojedybory>
 - 7.4.2. <http://optout.aboutads.info/?c=2&lang=EN>

8. DURATION OF PERSONAL DATA PROCESSING

- 8.1. The duration of data processing by the Controller depends on the type of service rendered and the purpose of processing. Personal Data processed for the purposes of communication via the contact form are processed until resolving the issue to which the correspondence refers. Data collected using cookies will be processed for the duration of cookies (until their expiry). In other instances, data shall be processed until making an effective objection to the processing of data, where the legitimate interest pursued by the Controller provides a basis for the processing of personal data.
- 8.2. The data processing period can be extended when the processing is necessary for the establishment, exercise or defence of potential legal claims, and afterwards, only when and within the scope required by legal regulations. After the expiry of the data processing period, data shall be irreversibly deleted or anonymised.

9. RIGHTS OF THE USER

Data subjects shall have the following rights:

- 9.1. **right to information on the processing of personal data** - based thereon the Controller shall provide the natural person, who made the request, with the

information on the processing of data including, first of all, purposes and legal basis of the processing, scope of data held, entities to whom data are disclosed and the envisaged time limits for erasure of data;

- 9.2. **right to obtain a copy of data** - based thereon, the Controller shall provide the natural person, who made the request, with a copy of data concerning them which are being processed;
- 9.3. **right to rectification** - the Controller shall be obliged to rectify potential inconsistencies or inaccuracies of Personal Data being processed as well as to complete incomplete Personal Data;
- 9.4. **right to erasure of data** - based thereon it is possible to request the erasure of data the processing of which is no longer necessary in relation to the purposes for which they were collected;
- 9.5. **right to restriction of processing** - in the case of making such a request, the Controller shall discontinue operations on Personal Data, except for operations to which the data subject granted their consent and storage of data in accordance with accepted retention principles - or until the reasons for restrictions of processing of data cease to exist (e.g. the supervisory authority issues a decision allowing further processing of data);
- 9.6. **right to data portability** - based thereon - to the extent, in which the processing of data is carried out by automated means in relation to the contract concluded or consent granted - the Controller shall issue the data provided by the data subject in a machine-readable format. It is also possible to request transmitting those data to another entity, provided that it is technically feasible both for the Controller and the relevant entity;
- 9.7. **right to object to the processing of personal data for marketing purposes** - the data subject may object, at any time, to the processing of Personal Data for marketing purposes, without the need to present any justification for such objection;
- 9.8. **right to object to the processing of data for other purposes** - the data subject may object, on grounds relating to the data subject's particular situation, at any time to the processing of Personal Data, where the processing is based on a legitimate interest of the Controller (e.g. for analytical or statistical purposes, or for reasons related to the protection of the property); such an objection should include a justification;
- 9.9. **right to withdraw consent** - where data are processed based on consent granted, the data subject shall have the right to withdraw it at any time, by sending a message to e-mail address: wycofajzgode@ochk.pl; withdrawal of consent shall not affect the lawfulness of processing of data based on consent before its withdrawal;
- 9.10. **right to lodge a complaint** - in the case of concluding that the processing of Personal Data infringes provisions of the GDPR or other regulations on the protection of Personal Data, the data subject can lodge a complaint with a supervisory authority in charge of the processing of Personal Data, competent for the habitual residence or place of work of the data subject or place of the alleged infringement. In Poland, the supervisory authority is the President of the Office for the Protection of Personal Data.

MAKING REQUESTS RELATED TO THE EXERCISE OF RIGHTS

9.11. Requests related to the exercise of rights of data subject can be made:

9.11.1. in the written form, to the address of OChK (ul. Grzybowska 62, 00-844 Warszawa);

9.11.2. using electronic means, to e-mail address: iod@ochk.pl.

10. RECIPIENTS OF DATA

10.1. In certain instances, where necessary to achieve the aforementioned purposes, Personal Data will be disclosed to external entities providing services to OChK (e.g. providers responsible for IT systems servicers, entities such as banks and payment operators), as well as to partners involved in the organisation of certain events or initiatives together with OChK.

10.2. OChK reserves the right to disclose selected information regarding the User to competent authorities or third parties requesting such information in line with the relevant legal basis and the applicable regulations.

11. TRANSFERS OF DATA OUTSIDE THE EEA

11.1. The level of Personal Data protection outside the European Economic Area (EEA) is different from that ensured by the European law. Therefore, the Controller transfers Personal Data outside the EEA only if necessary and if the adequate level of protection is ensured, mainly by:

11.1.1. cooperation with entities processing Personal Data in the countries where a relevant European Commission decision has been enacted certifying that the adequate level of Personal data Protection has been ensured;

11.1.2. adopting standards contractual provisions issued by the European Commission;

11.1.3. adopting binding corporate rules approved by a competent supervisory authority.

11.2. The Controller always informs about its intent to transfer Personal Data outside EEA at the stage of collection of these Personal Data.

11.3. The Website is run using Google service (Firebase). Within the framework of this service, Personal Data of Users can be transferred outside the EEA - in each case subject to appropriate security mechanisms, specified in point 11.1. For more information in this respect, please contact the Controller.

12. SECURITY OF PERSONAL DATA

12.1. The Controller conducts risk analysis on an ongoing basis in order to ensure that Personal Data are processed by the Controller in a safe manner - first of all, by ensuring that only authorised persons have access to data and only within the scope necessary taking into account tasks performed by these persons. The Controller shall ensure that all operations on Personal Data are recorded and conducted by authorised employees and partners only.

12.2. The Controller takes all necessary steps in order to ensure that its subcontractors and other cooperating entities guarantee that appropriate security measures are applied whenever they process Personal Data at the request of the Controller.

13. CONTACT DETAILS

13.1. The Controller can be contacted at e-mail address: kontakt@ochk.pl, or at the address of its registered office: ul. Grzybowska 62, 00-844 Warszawa.

13.2. The Data Protection Officer can be contacted at e-mail address: iod@ochk.pl, or at the address of its registered office: ul. Grzybowska 62, 00-844 Warszawa.

14. AMENDMENTS TO THE PRIVACY POLICY

14.1. The Policy shall be verified on an ongoing basis and updated if necessary.

14.2. The current version of the Policy came into force on 02 September 2020.