

**Dear Sir or Madam,**

Below is a detailed text of the Privacy Policy as applied by my Office, which has been effective since May 25, 2018.

Please read the changes.

### **Privacy policy and cookies in force from May 25, 2018**

#### **The basic goals of the privacy policy**

The privacy policy concerns the processing and protection of personal data of Clients, Associates and Users in connection with cooperation with the representative office "Ewa Ledochowicz" together with using the website <http://www.ledochowicz.com> (hereinafter referred to as the Website), administered by a sole proprietorship entered in the Register of Entrepreneurs under the name "Ewa Ledóchowicz" with headquarters in Konstancin-Jeziorna at Julian Tuwima 6 and registered in the National Official Register of National Economy Entities under the REGON: 142280506 identification number, tax identification number NIP: 727-12-29-267, as well as by the contracted and co-working entity, registered under the name "Kinga Jambroszczak OBIBOOK" (hereinafter collectively referred to as the Bureau).

The privacy policy contains the rules of collecting and using data about Clients, Associates and Users (hereinafter collectively referred to as Partners) by the Bureau in their office and throughout the Website.

Our main goal is to provide our Partners with protection of privacy at a level at least equivalent to the standards set out in applicable law, in particular in the Act of 18 July 2002 on the provision of electronic services (Journal of Laws of 2002, No. 144, item 1204, as amended), Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016. on the protection of individuals with regard to the processing of personal data and on the free flow of such data and the repeal of Directive 95/46/EC (general regulation on data protection) – GDPR (OJ L 119, p. 1) and in the Act of July 16, 2004, Telecommunications Law (Journal of Laws of 2004, No. 171, item 1800, as amended).

Please be advised that the Website may contain links that allow its Users to directly access other websites. The Bureau has no influence on the privacy policy and the use of cookies by their administrators. We recommend that before using the resources offered by other websites, each User makes himself/herself familiar with the document regarding the privacy policy and the use of cookies, if they have been made available, and in the event of them being unavailable, contacts the editors of the given page for information on this subject.

#### **Administrator of personal data**

The administrator of Partners' personal data is a sole proprietorship entered into the Register of Entrepreneurs under the name "Ewa Ledóchowicz" with its registered office in Konstancin-Jeziorna at Juliana Tuwima 6 in Poland.

In matters related to the processing of your personal data, you can contact our Data Protection Officer:

- at telephone number: (+48) 22 7541764
- by e-mail by use of the following address: info@ledochowicz.com
- by writing to the address: Ewa Ledóchowicz, J. Tuwima 6, 05-520 Konstancin-Jeziorna, Poland

### **Rules for collecting personal data and information**

1. While browsing the content of the Website by Users, information about the use of the Website by Users and their IP address is automatically collected based on the analysis of access logs, e.g. browser type, operating system type, date and time of visits, number of connections, number of opened Website subpages, browsed content.
2. Browsing the content of the Website does not require the User to provide his personal data.
3. The use of certain Website functionalities may require to be preceded by a registration process with which the User may provide his/her personal data. In this case, the User's failure to provide personal data may restrict him/her from using certain functionalities of the Website.
4. Providing personal data by the User will be required in order to register the will to subscribe to the newsletter, when such a possibility will be made available on the Website.

### **The scope of collected data and information and the manner of their use**

1. The Website User may be asked to provide the following personal data in order to register: name and surname, e-mail address, password. Personal data, which the User is required to submit to use the various functionalities of the Website are each time marked and distinguished from the data, the provision of which depends on the User's discretion.
2. Personal data collected during the registration process are used to enable the User to log into the Website or its subpages in order to take advantage of the additional functionality to which access is preceded by the registration process.
3. From the moment when such a possibility appears, in the event that the Website User places an order for a service provided electronically, which subject is the free delivery of newsletters or otherwise agrees to receive them, obtained User's e-mail address is added to the e-mailing list and is used to send the User a newsletter. The detailed rules for the free delivery of newsletters will be set out in the Newsletter information page.
4. In the case of registration, the personal data collected in this way are used to set up a User's Account and provide it with extended functionalities, e.g. to maintain a list of results obtained when using the "Search" function. Processing of the indicated data always takes place in accordance with the Act of 18 July 2002 on the provision of electronic services and in accordance with the Act of August 29, 1997 on the protection of personal data.
5. The information on Website Users we collect automatically is used for Google Analytics, e.g. this is information about the region from which the call was made, the IP number, date and time of the entering, the source and number of connections, the number of Service subpages opened or the personalization of the content of the Website subpages. This information is not in any way linked to the personal data of the Website User and is not used to identify the User. The scope of information collected automatically depends on the User's Internet browser settings. The User should check the settings of his/her browser to find out what information is provided by the browser automatically or to change these settings. For this purpose, we recommend that to read the "Help" of the web browser.
6. Please be advised that on the basis of applicable law, we may be required by the authorities authorized to do so, to disclose data, including the IP address of the Website User.

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

1. Providing personal data by Partners is voluntary. We received the personal data of the Partners when placing the order, setting up an account in the warehouse cooperating with us, entering into contracts, filing complaints, as a result of correspondence related to our cooperation and services. You have the right not to provide the data we require, as consequence you might not be able to use the services we provide, including forwarding your order to fulfillment.
2. The data will be processed in order to:
  - Receiving and forwarding your orders to the relevant warehouses.
  - Issuing documents related to transactions (financial documents, courier and postal documents, transaction documentation).
  - Communication related to the provision of services – handling orders, offers, during and after the sale, informing about the status of orders and transactions.
  - Handling complaints and other claims (returns).
  - Providing information via the Website.
  - Providing advertising, promotional and marketing content (eg. leaflets, commercial and promotional information). The processing of your data for this purpose only takes place if you have agreed to receive this type of content.
  - In the future, we also assume the possibility of using the data for sending the newsletter (ie. information about new publications, announcements, meetings, trainings, etc.). The legal basis for processing will be art. 6 par. 1 lit. a) GDPR, authorizing us to process data on the basis of your consent.
3. The legal basis for the processing of personal data in the field of user registration on the Website, marketing of products and services and participation in the Newsletter service is granted.
4. Partner's personal data will be kept for the duration of the contract concluded between us or for a period of mutually accepted cooperation consisting in providing services in situations where the contract does not apply, until the claims for the contract/provision of services are time-barred or until the obligation to store data expires resulting from the law, in particular the obligation to keep accounting documents for cooperation. You may withdraw your consent to your processed data at any time, the withdrawal of consent does not affect the legality of the processing carried out prior to its withdrawal.
5. The Bureau as an administrator of collected Partners' personal data declares that only authorized employees and associates have access to the aforesaid data.
6. The recipients of Partner data may be external entities, in connection with the services provided by the Bureau to Partners in the scope necessary to carry out these services (wholesalers, warehouses, publishing houses, post offices, courier companies, payment operators). We will transfer personal data to companies serving us in the scope of marketing activities for us, as well as those carrying out the delivery of goods, but this will only take place within the scope of activities described in point 2 of this paragraph.  
We will not transfer your personal data to third countries.

## **Partner's rights**

1. The Partner has the right to demand from us access to their data, rectification (correction), transfer and removal, as well as the right to limit data processing.
2. In connection with the processing of personal data by us, the Partner has the right and the right to lodge a complaint to the President of the Office for the Protection of Personal Data.
3. Based on the personal data of the Partners, we will not make automated decisions, including decisions resulting from profiling.

4. The Partner has the right at any time to withdraw consent to the processing of their personal data, which are processed on the basis of expressed consent. The withdrawal of consent will not affect the lawfulness of the processing, which was made on the basis of the expressed consent before its withdrawal.

### **Policy regarding cookies**

1. The representative office of "Ewa Ledochowicz" and the "Kinga Jambroszczak OBIBOOK" office cooperating with her, do not automatically collect any information other than those contained in cookie files. By using the resources of this website, you consent to the use of cookies in accordance with the policy below.
2. Please be advised that the term "cookie" refers to cookies and other similar tools described in Directive 2009/136/EC of the European Parliament concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications) and art. 173 Telecommunications law. Cookies are small text files that will be stored on the User's computer when using this site. Thanks to cookies, it is possible to use functions provided on the website <http://www.ledochowicz.com>. Cookies are also a confirmation of viewing certain Website content by the User. The condition for the cookies to work is their acceptance by the browser and not removing them from the disk. Otherwise, access to the website's resources and functionality may become limited.
3. The website <http://www.ledochowicz.com> uses cookies to optimize the use of the website and create statistics about the use of the site, enabling the improvement and optimization of the site. We would like to inform you about the possibility of introducing changes to the privacy policy of the <http://www.ledochowicz.com> website. We will inform Users immediately via e-mail and in the privacy policy tab about any changes. All Users of the <http://www.ledochowicz.com> website who have questions, comments or reservations regarding the current privacy policy, please send them to the following address: [info@ledochowicz.com](mailto:info@ledochowicz.com).
4. Cookies do not store information constituting personal data of Website Users. Cookies are not used to determine the identity of the User.
5. Cookies are used on the Website with the consent of the User.
6. The consent may be expressed by the User through appropriate settings of the software, in particular the web browser, installed in the telecommunications equipment used by the User to view the content of the Website.
7. The User may at any time revoke or change the scope of previously expressed consent to use cookies on the Website and delete them from his/her browser.
8. The Website User may also at any time limit or disable cookies in his/her browser through such settings as to block cookies or to warn the User against saving a cookie file on the device used by the User to browse the Website content. In this case, however, it may happen that the use of the Website will be less efficient, the User will not have access to certain content, will not be able to use some of the Website's functionalities, and in extreme cases the correct display of the Website pages may be completely blocked.

### **Security of personal data**

The Website and the set of data stored by the Bureau is protected with security measures to protect personal data processed by the Bureau before modification, destruction, unauthorized access and disclosure or acquisition and loss, as well as processing in violation of the rules governing the processing of personal data .

Access to the processing of personal data of Partners is only available to a limited number of employees of the Bureau who have authorization granted by the Bureau as a data controller.

### **Contact details**

In the case of any questions related to the processing and protection of our Partners' personal data using cookies, including those concerning this "Privacy policy and cookies", please contact: [info@ledochowicz.com](mailto:info@ledochowicz.com).

Using the address: [info@ledochowicz.com](mailto:info@ledochowicz.com) or: Ewa Ledochowicz, J. Tuwima 6, 05-520 Konstancin-Jeziorna, Poland, you can also contact us for information on whether and to what extent the Bureau processes Partner's data, about the purposes and methods of processing personal data of Partners, and also to access content of stored personal data, correcting or deleting them.

Best regards,  
Ewa Ledochowicz  
Kinga Jambroszczak