

PRIVACY POLICY POL-LANGUA.PL WEBSITE

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1) GENERAL PROVISIONS

1. The present Website Privacy Policy is for information purposes only, which means that it is not a source of duties for the Clients/Recipient of Service of the Website. Privacy policy contains in particular rules concerning the processing of personal data by the Administrator on the Website, including the grounds, purposes and scope of processing personal data and the rights of persons, the data concerned, as well as information on the use of cookies on the Website and analytical tools.
2. The administrator of personal data collecting by the Website is Michał Matysiak running business operations by company PW MATYSART MICHAŁ MATYSIAK written to the Central Register and Information on Economic Activity in the Republic of Poland running by the ministry of economy having the address of running the company and having a postal address: Podgaje 7, 26-804 Stromiec TIN 7981427077, National Business Registry Number 140583450 and e-mail: langua@matysart.pl, telephone number (+48) 791 660 197 further known as "Administrator" and being the Service Provider of the Website.
3. Personal data in the Website are processed by the Administrator in accordance with the following regulations legislation, in particular in accordance with a 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 data the Commission shall be assisted by the Committee on personal data and on the free movement of such data and repealing Directive 95/46/WE (General Data Protection Regulation) - hereinafter referred to as "GDPR" or "GDPR Regulation". Official text GDPR Regulations: <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=PL>
4. The use of the Website, including the conclusion of agreements, is voluntary. Likewise related to this providing personal data by the user of the Service Recipient's Website is voluntary, subject to two exceptions: (1) entering into agreements with the Administrator - failure to provide, in the cases and within the scope indicated on the website of the Website and in the Statute and this Privacy Policy, personal data necessary to conclude and perform a Contract or agreement for provision of the Website with the Administrator shall result in the impossibility to conclude such a contract. The provision of personal data in such a case is a contractual requirement and if the person who provided the data the Administrator is obliged to provide the following information data. Each time the scope of data required to conclude a contract is indicated in advance on the website and the Statute of the Website; (2) statutory obligations of the Administrator - the provision of personal data is a statutory requirement resulting from generally applicable legal regulations imposing on the Administrator the obligation to process personal data (e.g. data processing for the purpose of keeping tax or accounting books) and failure to provide such data shall prevent the Administrator from performing these obligations.

5. The Administrator shall take particular care to protect the interests of persons processed by his personal data relate to him, and in particular he is responsible and ensures that the personal data he collects are: (1) processed lawfully; (2) collected for specified, lawful purposes and not further processed in a way incompatible with those purposes; (3) substantially correct and appropriate in relation to the purposes for which they are processed; (4) kept in a form which permits identification of data subjects for no longer than is necessary for the purpose of the processing and (5) processed in such a way as to ensure adequate security of personal data, including protection against unlawful or incompatible processing and accidental loss, destruction or damage, by appropriate technical or organisational means.
6. Having regard to the nature, scope, context and purposes of the processing and the risk of violation of rights or freedoms natural persons of varying probability and seriousness of the threat, the Administrator shall implement appropriate technical and organisational measures to ensure that processing is carried out in accordance with this regulation and to be able to demonstrate this. These measures shall be reviewed and updated as necessary. Administrator apply technical measures to prevent the acquisition and modification by unauthorised persons of personal data sent electronically.
7. All words, expressions and acronyms used in this privacy policy and beginning with a capital letter (e.g. Service Provider, Website, Electronic Service) shall be understood in accordance with their definition contained in the Statute of the Website available on the Website pages.

2) THE GROUNDS FOR DATA PROCESSING

1. The Administrator is entitled to processing the personal data in case when - and in such scope when - at least one condition listed below is fulfilled: (1) the data subject has consented to the processing of his/her personal data for one or more specified purposes; (2) processing is necessary for the performance of a contract to which the data subject is concern, or to take action at the request of the data subject before concluding a contract; (3) processing is necessary to fulfil a legal obligation on the Administrator; or (4) processing is necessary for the purposes of legitimate interests pursued by the Administrator or by a third party, except where superiority over those interests have interests or fundamental rights and freedoms of the data subject requiring the protection of personal data, in particular when the data subject is a child.
2. Processing of personal data by the Administrator requires each time at least one of the grounds indicated in point 2.1 of the privacy policy. The specific grounds for the processing of personal data of Service Recipients of the Website by the Administrator are indicated in the next point of the Privacy Policy - in relation to a given purpose of personal data processing by the Administrator.

3) THE PURPOSE, BASIS AND DURATION OF DATA PROCESSING ON THE WEBSITE

3. Each time the purpose, basis and period as well as the recipients of personal data processed by the Administrator result from actions taken by a given Service Recipient on the Website or by the Administrator.
4. The Administrator may process personal data within the Website for the following purposes, on the basis of and within the periods indicated in the table below.

The purpose of data processing	Legal basis for processing data	Data retention period
Perform the Contract or	Article 6 (1) (b) of the GDPR	Data shall be kept for the

<p>contract for the provision of an Electronic Service or take action at the request of the data subject before concluding the above-named contracts</p>	<p>Regulation (performance of contract) processing is necessary for the performance of a contract to which the data subject is party or to take action at the request of the data subject prior to entering into a contract</p>	<p>time necessary for the execution, termination or expiry of otherwise concluded Sales Contract or Electronic Service Contract</p>
<p>Direct marketing</p>	<p>Article 6(1)(f) of the GDPR Regulation (legitimate interest of the administrator) - processing is necessary for the purposes resulting from the Administrator's legally justified interests - which consist in taking care of the Administrator's interests and his or her good image, his or her Website and striving to sell the Products</p>	<p>The data shall be kept for a period the existence of a legitimate interest carried out by the Administrator, but no longer than for a period the limitation period for the Administrator's claims in the relation with the data subject, of the title conducted by the Administrator of economic activity. The limitation period shall be determined by law, in particular the Civil Code (basic limitation period for claims related to running the duration of the business is three years, and for the Sales Contract two years).</p> <p>The Administrator may not process data for direct marketing purposes when expressed effectively opposition in this regard by a person, to which the data relate.</p>
<p>Marketing</p>	<p>Article 6(1) (a) of the GDPR Regulation (consent) - person whose data concern, consented to the processing of their personal data for marketing purposes by the Administrator</p>	<p>The data shall be kept until the data subject has withdrawn his or her consent to further processing of his or her data for this purpose.</p>
<p>Bookkeeping</p>	<p>Article 6(1) (c) of the Regulation GDPR in connection with Article 86 § 1 of the Ordinance The Commission's tax authority, i.e. the Taxation Authority, from 17 January 2017 (Dz.U.</p>	<p>The data shall be kept for a period required by law requiring Administrator's bookkeeping by the end of the period the statute of limitations of a commitment unless tax laws state</p>

	z 2017 r. poz. 201) - processing is necessary for the fulfilment of a legal obligation on the Administrator	otherwise).
Establishment, investigation or defence of claims that it can raise Administrator or as they may be raised against Administrator	Article 6(1)(f) of the Regulation GDPR (legitimate interest the administrator) - the processing is necessary for the purposes of legitimate interests Administrator - consisting of determination, investigation or defence the claims it may make Administrator or what may be raised against the Administrator	The data shall be kept for a period the existence of a legitimate interest carried out by the Administrator, not but more than for a period of limitation for claims which may be raised against the Administrator (basic limitation period for the claims against the Administrator shall be six years).
Use of the website and providing it proper functioning	Article 6(1) (f) of the GDPR Regulation (legitimate interest Administrator) - processing is necessary for the purposes resulting from the legally justified interests of the Administrator - consisting in running and maintaining the Website	Data shall be kept for as long as there is a legitimate interest carried out by the Administrator, but no longer than for a period of limitation of the Administrator's claims against the data subject on account of the Administrator's business activity. Period of limitations is determined by the provisions of law, in particular the Civil Code (the basic statute of limitations for claims related to running the duration of the business activity is three years).
Statistics and traffic analysis on the Website	Article 6(1) (f) of the GDPR Regulation (legitimate interest the administrator) - processing is necessary for the purposes of the Administrator's legally justified interests - consisting in keeping statistics and analysing traffic in the Website in order to improve the functioning of the Website and increase sales of Products	Data shall be kept for as long as there is a legitimate interest the claims of the Administrator against the data subject in relation to the data subject in respect of the Administrator's business activity shall not be subject to the statute of limitations. Period the statutes of limitations shall be determined by law, in particular the Civil Code (basic limitation period for claims related to running the duration of the business

4) RECIPIENTS OF DATA ON THE WEBSITE

1. For the proper functioning of the Website, including the execution of concluded the Sales Contracts requires the Administrator to use the services of external (such as e.g. a software supplier or a payment service provider). The Administrator uses only the following services such processors who provide sufficient guarantees for the implementation of appropriate technical and organisational measures to ensure that the processing meets the requirements of the GDPR Regulation and protected the rights of the data subjects.
2. Data transfer by the Administrator does not take place in every case and not to all recipients or categories of recipients indicated in the privacy policy - the Administrator transfers the data only if it is necessary for the realization of a given purpose of personal data processing and only to the extent of necessary for its implementation.
3. Personal data of the Service Recipients of the Website may be transferred to the following recipients or categories of recipients:
 - a) entities handling electronic payments or payment cards - in the case of a Recipient of Service who uses the electronic payment method or payment card on the Website, the Administrator shall make the collected personal data of the Recipient available to a selected entity handling the above payments on the Website at the Administrator's request to the extent necessary to handle the payment made by the Recipient of Services.
 - b) opinion polling system provider - in the case of the Recipient of Service who has agreed to express an opinion on the Contract concluded, the Administrator shall make the collected personal data available to the Recipient to a selected entity providing a system of opinion polls on the Contract concluded on the Website at the request of the Administrator to the extent necessary for the Recipient to express an opinion by means of a system of opinion polls.
 - c) service providers providing the Administrator with technical and IT solutions and organisational, enabling the Administrator to conduct business activity, including the Website shall be assisted by the Internet and the Electronic Services provided by it (in particular computer software providers for running the Website, suppliers e-mail and hosting, and software providers for business management and delivery technical assistance to the Administrator) - the Administrator makes the collected personal data available to a customer selected supplier acting on his behalf only in the case of and to the extent of necessary for the purpose of processing in accordance with present policy privacy.
 - d) providers of accounting, legal and advisory services providing the Administrator with accounting, legal or advisory support (in particular an accounting office, law firm or debt collection agency) - the Administrator makes the collected personal data available to the Service Recipient to a selected provider acting on his behalf only if and to the extent necessary to fulfil the purpose of data processing in accordance with present privacy policy.

5) PROFILING ON THE WEBSITE

1. The GDPR Regulation imposes an obligation on the Administrator to inform about automated decision making, including profiling referred to in Article 22(1) and (4) of the GDPR Regulation, and - at least in these cases - relevant information about the rules of making them, as well as about the meaning and intended consequences of such processing

for the data subject. With this point of the privacy policy in mind that the Administrator provides information on a possible profiling.

2. The Administrator may use profiling for direct marketing purposes in the Website, but the decisions made by the Administrator on its basis do not concern the conclusion or refusal to conclude a Sales Contract or the possibility to use Electronic Services in the Website.
3. Profiling on the Website consists in an automatic analysis or forecast of a person's behaviour on the Website, or by analysing the history of actions taken on the Website. The condition for such profiling is that the Administrator of personal data of a given person so that he or she can then send them e.g. a discount code.
4. The data subject shall have the right not to be subject to a decision which is based solely on automated processing, including profiling, and which produces legal effects on him or her or significantly affects him or her in a similar manner.

6) THE RIGHTS OF THE DATA SUBJECT

1. **Right of access, rectification, restriction, erasure or transfer** - the data subject has the right to demand from the controller access to, rectification, erasure ("right to be forgotten") or restriction of processing and has the right to object in relation to the processing, and has the right to transfer his data. The detailed conditions for exercising the aforementioned rights are set out in articles 15-21 of the GDPR Regulation.
2. **Right to withdraw consent at any time** - a person whose data are processed by the controller on the basis of his/her consent (pursuant to Article 6(1) (a) or Article 9(2) (a) of the GDPR Regulation) is entitled to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent before its withdrawal.
3. **Right to lodge a complaint to the supervisory authority** - a person whose data are processed by the Administrator has the right to lodge a complaint to the supervisory authority in the manner and procedure specified in the provisions of the GDPR Regulation and Polish law, in particular the Personal Data Protection Act. The Chairman of the Office for Personal Data Protection is the supervisory authority in Poland.
4. **Right to object** - the data subject has the right to object at any time - with the reasons relating to its particular situation with regard to the processing of personal data concerning it based on Article 6(1) (e) (public interest or tasks) or (f) (legitimate interest administrator), including profiling on the basis of these provisions. The administrator in such a case shall these personal data may no longer be processed unless it demonstrates the existence of legally valid data legitimate grounds for processing overriding the interests, rights and freedoms of the person whose the data concern, or give rise to, the establishment, investigation or defence of claims.
5. **Right to object to the processing of personal data relating to him/her for the purposes of direct marketing** - where personal data are processed for the purposes of direct marketing, the data subject has the right to object at any time to the processing of personal data relating to him/her for the purposes of such marketing, including profiling, to the extent that the processing is related to such direct marketing.
6. In order to exercise the rights referred to in this section of the privacy policy, it is possible to contact the Administrator by sending an appropriate message in writing or by e-mail to the Administrator's address indicated at the beginning of the privacy policy or by using the contact form available on the Website.

7) COOKIES ON THE WEBSITE AND ANALYST

1. Cookies files are small text information in the form of text files, sent by the server and saved on the website visitor's side (e.g. on the hard drive of a computer, laptop or on the memory card of a smartphone - depending on which device use visitors to our website).

Detailed information about the cookies, as well as their history can be found here:
https://en.wikipedia.org/wiki/HTTP_cookie.

2. Cookies files that can be sent by the Website can be divided into different types according to the following criteria:

Due to their supplier:	Due to their storage period on the device of the person visiting the Website:	Due to the purpose of their implementation:
1) own (created by the Website of the Administrator) and 2) owned by persons/entities third parties (other than Administrator)	1) session (stored until you log out of the Website or switch off your web browser) and 2) fixed (stored for a specified period of time, defined by the parameters of each file or until manually deleted)	1) necessary (enabling the proper functioning of the Website), 2) functional/preferential (enabling adjustment of the website to the preferences of the website visitor), 3) analytical and performance (gathering information on how to use the Website), 4) marketing, advertising and social networking (gathering information about the person to visit the website of the Internet Service in order to show this person personalized advertising and other marketing activities, including on websites separate from the Website, such as social networking sites)

3. The Administrator may process the data contained in Cookies files when visitors use the Website for the following specific purposes:

Aims use of Cookies on the Website Administrator	
	identify the Recipients of Service as logged in to the Website and show that they are logged in (Cookie files necessary)
	remembering data from completed forms, questionnaires or data logging in to the Website (cookies necessary and/or functional/preferential Cookie files)
	adjusting the content of the Website to the Customer's individual preferences (e.g. concerning colours, font size, page layout) and optimising the use of the Website pages (functional/preferential Cookie files)
	keeping anonymous statistics showing how the website is used (statistical Cookie files)

4. Checking in the most popular web browsers which Cookies (including the period of functioning of the Cookies and their provider) are sent by the Website at a given time is possible in the following way:

<p>In Chrome browser: (1) in the address bar, click on the icon padlocks on the left, (2) go to the "Cookies" tab.</p>	<p>In Firefox browser: (1) in the address bar, click on the icon the shield on the left, (2) go to the "Authorised" tabs or "Locked", (3) click on the box "Tracking cookies between websites", "Tracking elements social networking sites" or "Content with tracking elements"</p>	<p>In Internet Explorer browser: (1) click the "Tools" menu, (2) go to the "Options" tab Internet", (3) go to General" tabs, (4) go to the "Settings" tab, (5) click field "View files"</p>
<p>In Opera browser: 1) in the address bar, click on the icon padlocks on the left, (2) go to the "Cookies" tab.</p>	<p>In Safari browser: (1) click on "Preferences" menu, (2) go to the tab "Privacy", (3) click on the "Manage data website"</p>	<p>Independently from the browser with the tools available e.g. on the site: https://www.cookiemetrix.com/ or: https://www.cookiechecker.com/</p>

5. By default, most web browsers on the market accept to save cookies by default. Everyone has the possibility to determine the conditions of use of Cookies files by means of their own web browser settings. This means that you can, for example, partially limit (e.g. temporarily) or completely disable the possibility of saving Cookies files - in the latter case however, some functionalities of the Website may be affected (for example it may not be possible to pass the Order path through the Order Form due to not remembering the Products in the basket during the next steps of placing the Order).
6. Your web browser's Cookie settings are important in order to agree to use of Cookies by our Website - according to the regulations such consent may be also expressed by the settings of your web browser. Details of the change settings for cookies and their self-deletion in the most popular web browsers are available in the help section of your web browser and on the following pages (just click on the link):
- Chrome browser
 - Firefox browser
 - Internet Explorer browser
 - Opera browser
 - Safari browser
 - Microsoft Edge browser
7. The Administrator may use Google Analytics, Universal Analytics on the Website. provided by Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland). These services help the Administrator to keep statistics and analyse traffic on the Website. The collected data are processed within the framework of the above services to generate statistics helpful in administration of the Website and analysis of traffic on the Website. These data are of the following nature collective. The Administrator using the above services in the Website collects such data as the source and medium of obtaining visitors to the Website and their behaviour on the Website, information on the devices and

browsers from which the website is visited, IP and domain, geographical data and demographic data (age, gender) and interests.

8. It is possible for an individual to easily block the sharing of information about his or her activities on the Website with Google Analytics - for example, you can install the browser add-on provided by Google Ireland Ltd. available here: <https://tools.google.com/dlpage/gaoptout?hl=en>

8) FINAL PROVISIONS

1. The Website may contain links to other websites. The Administrator encourages you to read the privacy policy set out there when you go to other sites. This privacy policy applies only to the Administrator's Website.