

## Privacy Policy

### 1. GENERAL.

1. The website [www.ksplegal.pl](http://www.ksplegal.pl) is operated by KSP T.Srokosz i Wspólnicy Sp.k., ul. Chorzowska 50, 40-121 Katowice, registered by the District Court of Katowice, National Court Register (KRS): 0000172644
2. The website gathers information about its users and their behaviour in the following manner:
  - a. using information provided voluntarily in dedicated forms
  - b. by storing cookies in users' end devices.
  - c. by recording technical logs at the level of website server operated by Home.pl (the hosting operator operates its website at [www.home.pl](http://www.home.pl). The Operator: home.pl S.A., Plac Rodła 9, 70-419 Szczecin, Tax ID No (NIP): 852-21-03-252, Statistical ID No (REGON): 811158242, National Court Register No (KRS): 0000431335.
3. This Policy is for information purposes and it does not replace the security policy adopted by the Website Operator in compliance with personal data protection regulations.
4. With respect to personal data within the meaning of the personal data protection regulations, the Website Operator acts as the data controller.

### 2. INFORMATION PROVIDED IN FORMS.

1. The website gathers information provided voluntarily by the user.
2. Additionally, the Website may collect information on connection parameters (time, IP address).
3. The details provided in the forms are not disclosed to third parties without the user's consent.
4. The data provided in the forms may constitute a personal data filing system, in which case such a system is registered by the Website Operator in the register maintained by the General Inspector of Personal Data Protection.
5. If the details provided in the form are such as to enable identification of a natural person, the person has the right to access, modify, and demand that data processing be discontinued at any time. It is possible that this may result in inaccessibility of certain website functions.
6. The details provided in the forms are processed for the purpose served by the form, e.g. to process a notification or to make a business contact.
7. The details provided in the forms may be disclosed to entities which handle the technical aspects of certain services. This applies in particular to information about a holder of registered domain to entities which operate internet domains (primarily Naukowa i Akademicka Sieć Komputerowa j.b.r – NASK), websites handling payments, or other entities with whom the Website Operator cooperates in this respect.

### 3. COOKIE NOTICE.

1. The website uses cookies.
2. Cookies are text files stored in the end device of the Website User, which facilitate the use of the Website. The files usually contain the original website name, time of their storage in the end device and a unique number.
3. It is the Website Operator or its cooperating parties that place cookies in the Website User's end device and access the same.
4. Cookies are used for the following purposes:
  - a. to create statistics to help us understand how the Website Users use the website, and to improve the structure and content of the Website;
  - b. to maintain the session of Website Users (after logging) so that they do not need to re-enter the login and password on each page;
  - c. to remember the contents of the User's shopping basket in the online store,
  - d. to define the user profile so as to display personalised materials in advertising networks, especially in Google network.
5. Two main types of cookies are used within the Website: session cookies and persistent cookies. Session cookies are temporary files stored in the User's end device until logging out, leaving the site or closing the software (browser). Persistent cookies are stored in the User's end device throughout the time specified in cookie parameters or until they are removed by the User.
6. The browser usually allows cookie storage by default in the User's end device. Website Users may change the settings to prevent this. The website browser enables removal of cookies. Cookies may also be automatically blocked. For more details, see the help section or browser documentation.
7. Restraints on the use of cookies may affect certain functionalities available at the Website.
8. Cookies stored in the Website User's end devices can be used by advertisers and partners cooperating with the Website Operator and by payment operators.
9. We encourage you to read the privacy policies of those entities to familiarise with the rules for the use of cookies for statistical purposes: Google Analytics Privacy Policy
10. Cookies may be used by advertising networks, in particular Google, to display advertisements customised to reflect the User's preferences. To this end they may store the user's navigation path and time spent on site.
11. With respect to information about user preferences gathered by Google advertising network, the user may view and edit the information conveyed by cookies using the following tool: <https://www.google.com/ads/preferences/>

#### 4. SERVER LOGS.

1. Information about users' behaviour is stored in server log files. Such data is used solely to administer the website and to provide the most efficient hosting services.
2. The resources viewed are identified by URL addresses. Additionally, the following details may be recorded:
  - a. enquiry receipt time,
  - b. response dispatch time,
  - c. name of customer station - identification through HTTP,
  - d. information about errors during HTTP transaction,
  - e. URL address of a site previously visited by the user (referrer link) – if the Website was accessed via a link,
  - f. information about user's browser,
  - g. information about IP address.
3. The details are not associated with any individuals viewing the sites.
4. They are used exclusively for the purpose of server administration.

#### 5. ACCESS TO DATA AND CONTRACTING DATA PROCESSING.

1. Data is made available to third parties only to an extent permitted by law.
2. Details identifying a natural person are available with the person's consent only.
3. The operator may be obliged to disclose information gathered by the Website to competent authorities based on lawful demands and to the requested extent.
4. Personal data processing is made under a written data processing contract concluded by the Website Operator with a hosting service provider, governed by Article 31 of the Personal Data Protection Act.

#### 6. MANAGING COOKIES – HOW TO GIVE AND WITHDRAW CONSENT?

1. If users do not wish to receive cookies, they may change the browser settings. Please note that deactivation of the cookies which are necessary to authenticate, ensure security, or store user's preferences may hinder or even prevent the use of the website
2. To manage cookie settings, choose the browser/system from the list below and follow the instructions:
  - a. Internet Explorer
  - b. Chrome
  - c. Safari
  - d. Firefox
  - e. Opera
  - f. Android
  - g. Safari (iOS)
  - h. Windows Phone
  - i. Blackberry