

Argevide Privacy Policy and Information on Personal Data Processing under General Data Protection Regulation (GDPR)

Argevide is committed to protecting privacy of all customers and users of Argevide Services in accordance with 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 (General Data Protection Regulation), hereinafter referred to as the "GDPR". This Privacy Policy is intended to inform you, *inter alia*, of the type of personal information Argevide collects from you, how it is used and what steps are taken to ensure that your personal information is kept confidential and safe.

This Privacy Policy contains important information concerning your rights with regard to personal data processing. You can use Argevide Services only if you accept this Privacy Policy.

1. Controller of your personal data

The controller of your personal data within the meaning of the GDPR is Argevide sp. z o.o. with the registered seat in Gdańsk (80-252) at Jaškowa Dolina 6/3, entered into the Register of Entrepreneurs of the National Court Register maintained by the Gdańsk-North District Court in Gdańsk, VII Commercial Division of the National Court Register at KRS NO. 0000502875, NIP (tax identification number): 9571073020, REGON (statistical number): 222062101, share capital: 100 000 PLN, hereinafter referred to as "Argevide".

Argevide processes the personal data acquired, among others, via the Services.

In the case of contracts for services provided to institutional clients, Argevide may act as the processor of the personal data entrusted by the client who is the administrator (controller) of this data. The processing of entrusted data is conducted only within the scope defined in this Privacy Policy and/or in a separate agreement on personal data processing.

2. Contact with your personal data controller

You may contact Argevide with regard to personal data processing by the following means:

1. by post: Argevide sp. z o.o.,
Jaškowa Dolina 6/3,
80-252 Gdańsk, Poland
2. by e-mail: office@argevide.com.

Please contact us if you have any questions regarding this Privacy Policy or any requests related to the protection or use of the personal information.

3. Who provides us your personal data?

Argevide collects only personal data that is provided voluntarily by Users of Services. A User is any person who is using Argevide Services including Argevide website (www.argevide.com) and related services.

4. What data is processed by Argevide?

The collected personal data consists of a person's first and last name, e-mail, organization name and address and optionally phone number.

Argevide Services are provided to legal entities only and Argevide also collects information on customers (organizations) for the billing purposes, to maintain a record of transactions and for the efficient provision of Argevide Services.

Argevide also collects information about users' computers and visits to Argevide Services. Such information includes: IP address, geographical location, browser type, referral source, length of visit and number of page views. The information is not linked to specific individuals (users). It may be used for the improvements of the Services and detection of any unauthorized actions.

5. Purpose of personal data processing

Any personal information provided by users and customers will be used by Argevide solely for the purpose of providing and settling the Services, notifying about changes of the Services and to answer user's questions about the Services.

Argevide reserves the right to process personal data after the termination of the Services use, if this is necessary for:

- the settlement of the Services and the claims for payments,
- clarification of the circumstances of any unauthorized use of the Service.

Any data processing by Argevide is carried out in accordance with GDPR and article 18 and 19 of the Polish Act of 18 July 2002 on Providing Services by Electronic Means.

6. Legal basis for personal data processing

Argevide is entitled to process your personal data on the basis of article 6 (1) (a)-(c) and (f) of GDPR, i.e. only if and to the extent that at least one of the following applies:

1. the User has given consent to the processing of his or her personal data for one or more specific purposes;
2. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
3. processing is necessary for compliance with a legal obligation to which the controller is subject;
4. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party (statistical and marketing purposes, improvement of the quality of Services), except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

7. The recipients of personal data

Personal data may be made available to entities cooperating with Argevide, e.g. sub-contractors and supporting Argevide's business processes (financial institutions, accounting companies, hosting companies).

The user personal data may be made available to the entities entitled to receive them under the applicable law, and in particular to the competent judicial authorities.

8. What are your rights related to personal data processing?

Subject to exceptions and limitations set forth in GDPR the User has the right to:

1. access his/her personal data;
2. rectify his/her personal data;
3. erase his/her personal data;
4. restrict processing of his/her personal data;
5. data portability, i.e. to transfer data, which includes the right to receive data and send it to another controller or to demand, if technically possible, that the data be sent to another controller directly;
6. object to personal data processing;
7. withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal (where the processing is based on point (a) of Article 6(1) GDPR).

User has the right to lodge a complaint with a supervisory authority:

Prezes Urzędu Ochrony Danych Osobowych
address:
Urząd Ochrony Danych Osobowych
Stawki 2, 00-193 Warszawa, Poland

A User may withdraw the consent to the processing of his/her personal data and file a declaration of the intention to remove his/her personal data. The user's personal data including all the copies of the data shall be erased without undue delay.

9. How long will Argevide store your personal data?

Argevide will process your personal data for the period you use our Services. Argevide reserves the right to process personal data after the termination of the Services use, if this is necessary for and for the period necessary for:

- the settlement of the Services and the claims for payments,
- clarification of the circumstances of any unauthorized use of the Service.

If data is processed for the purposes of the legitimate interests pursued by the controller or by a third party (statistical and marketing purposes, improvement of the quality of Services), processing will take place for the period necessary for these goals of processing, not longer than 5 years. Data included in tax and accounting documents shall be stored for the period required by applicable law regulations.

10. Is provision of personal data mandatory?

All personal data is provided voluntarily by Users of the Services. Provision of personal data is required to use our Services. If you do not agree to provide data required by our system, you may not use the Services.

11. Will your data be transferred outside European Economic Area (EEA)?

Argevide will not transfer your personal data to a third country or international organization outside European Economic Area (EEA).

All the Argevide data processing and storage including backups takes place in EEA.

12. Automated decision-making, including profiling

Your personal data is NOT subject to automated decision-making, including profiling.

13. Cookies

The Services use small files, called cookies. They are saved on the computer of the User of the Services. A cookie typically includes the domain name of the Services, its "expiration date", and an individual, randomly selected file identification number.

We use cookies for the following purposes:

- maintenance of the User's session identification data,
- statistical analysis using the Google Analytics tool, including information such as first and last visit, visit duration, visited pages, referral source,
- storing of selected Services configuration parameters.

Cookies used by the Services do not contain any personal data of the User.

A User may restrict or disable cookies in the browser settings. If you use this option, however, Argevide does not guarantee the Services will function correctly.

14. Other data

Argevide reserves the right to collect IP addresses, domain names, information on browser type and operating system used by the User for the purposes of diagnosing technical problems, creating statistical analyzes and improving the Services.

15. Security and protection of personal data

Argevide uses strict procedures and security measures to prevent unauthorized access to the Users' information. All the User information is stored and processed on secured servers and all transmissions are encrypted.

Only the authorized Argevide employees or associates granted appropriate rights for support or maintenance of the Services have direct access to the customers data, including personal data.

Argevide declares that it processes personal data entered or assigned by users in accordance with GDPR and that it employs technical and organizational measures to protect the processed data adequate for the risks and the protected data category. Argevide protects personal data against disclosure to any unauthorized parties, loss or damage.

In case of any personal data security breach, Argevide will notify competent state authorities, and also Users whose personal data were adversely affected.

16. Final provisions

Argevide reserves the right to update its Privacy Policy.

This Privacy Policy applies from August 1, 2018.



www.argevide.com

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