

Privacy and cookies policy

Preamble

1. We protect your privacy while you use the <http://www.rkaluminium.pl/> site. We comply with the applicable personal data protection legislation:
 - Personal Data Protection Act dated August 29, 1997 (uniform text: Journal of Laws from No. 101, item 926 as later amended);
 - Act dated July 18, 2002 – on providing services by electronic means (Journal of Laws No. 144, item 1204 as later amended);
 - Regulation of the Minister of the Interior and Administration dated April 29, 2004 - on the documentation of the personal data processing and technological and organizational conditions which shall be met by devices and IT systems used for the personal data processing, (Journal of Laws No. 100, item 1024).

We protect your data also by means of technical solutions, using top quality equipment and security features. The following provisions are meant to inform on the data collected while you use our site, on the way it is used, rectified, and erased, as well as to specify the principles of data storage and access in your device (PC, laptop, smartphone, etc.) by means of cookies applied for providing online services requested by the User, by **RK Aluminium Robert Karasek with the registered office ul. Ks. Józefa Londzina 31, 43-382 Bielsko-Biała**, complying with the information obligation pursuant to art. 173, art. 174 and art. 209 of the Telecommunications Act (Journal of Laws dated December 21, 2012, item 1445) .

I. Information on the data Controller

1. This Privacy and Cookies Policy describes and specifies the data collected from Users of <http://www.rkaluminium.pl/> hereinafter referred to as the Site, owned by RK Aluminium Robert Karasek with the registered office in ul. Ks. Józefa Londzina 31, 43-382 Bielsko-Biała.
2. RK Aluminium Robert Karasek with the registered office in ul. Ks. Józefa Londzina 31, 43-382 Bielsko-Biała, is the data Controller, hereinafter referred to as the Controller or the Company.

II. Information on the scope of data collected by the Controller, on the scope of the data use, and the User rights

1. While a User visits the Site our servers automatically save the so-called system logs – anonymous data, such as: user time on site, IP address, URL address, user browser data, URL address of the previously visited site (the so-called *referent link*, if the user was transferred to the site by a link), etc. The logs collected are stored for undefined period as support material used for the site administration. The data contained in it is not disclosed to anyone except to the persons authorized to administer the server and the site.
2. The Site collects also anonymous site tracking data, such as: site visitor count, country, browser, time on site, etc. We analyse data collected by means of a third-party provider, i.e., Google Analytics solutions. This tool operates based on the so-called cookies and does not provide access to personal identification data. The details of the privacy policy of Google Analytics can be found here: <http://www.google.com/analytics/learn/privacy.html>.
3. The Site may use "Share" (Send) function enabling sending information on our sites to social networking services (e.g., Facebook, Twitter, etc.) or to an email address. It works based on the "Add This" service. Detailed principles of the privacy policy for this service can be found here: <http://www.addthis.com/privacy>.
4. The Site <http://www.rkaluminium.pl/> may use Google Analytics functions implemented based on display ads (e.g., remarketing, hit reports in Google advertising network, integration of the DoubleClick Campaign Manager tool or Google Analytics interests and demographics reports). Users can quit the Google Analytics service for display ads and adjust ads within Google advertising network by means of Ads settings <https://www.google.com/settings/ads>. It is recommended also to view the site with currently available tools for blocking Google Analytics <https://tools.google.com/dlpage/gaoptout/>. The Site <http://www.rkaluminium.pl/> as well as third-party providers, including Google, use first-party cookie (e.g. Google Analytics) and third-party cookies (e.g. DoubleClick) to inform on ads and to optimize and display ads based on the site visit history by the <http://www.rkaluminium.pl/> Users.
5. In the course of interaction via a contact form, in the case of our newsletter subscription or another system message the User can submit the following data: phone number, address, forename and

surname, etc., as well as other personal data, i.e., date of birth, age, gender, etc. Such data can be used by the Controller for statistical purposes, for behavioural analysis, as well as – upon the User's consent– for commercial purposes of the Company.

6. Additionally, by means of surveys occasionally sent by email or published directly on the site, the Site may collect the Users' demographic and profile data (such as education, age, education, age, income). This data is used for analysing the Users' preferences and adjusting the Company offer to their expectations. Submitting such data is always voluntary, and the User can unsubscribe surveys at any time, in the way specified in each survey sent to the User (e.g., in the email footer).
7. Any and all advertising contents related to commercial activity of the Company and its business partners can be sent to Users only upon their consent, pursuant to the provisions of art. 10 of Act dated July 18, 2002 – on providing services by electronic means (Journal of Laws 2002, No. 144, item 1204, as later amended). Such consent can be withdrawn.
8. The User submitting to the Site personal data specified in point 5 and 6 agrees to its transfer, storage and processing (pursuant to the applicable provisions of the Personal Data Protection Act dated August 29, 1997) by the Site. While submitting the data the User represents as well to be aware of the "Privacy and cookies policy" applicable for this Site.
9. Personal data is not made available to third parties for marketing purposes, unless upon the User's consent. Submission of any personal data is voluntary. The data collected that do not enable personal identification, the Company may made available publicly or to its partners, such as publishers, advertisers and entities managing related sites.
10. In the case of a merger or takeover of the Company, or sale of its assets, we assure confidentiality of any and all personal data and we shall notify respective users before their personal data is transferred or covered by another privacy policy.
11. The User has the possibility of deciding on the scope in which the User's personal data will be used.
12. The User has the right to supplement, update, rectify personal data, temporarily or permanently suspend its processing, or to have it erased, if it is incomplete, obsolete, untrue or it has been collected illegally, or it has become redundant for the purpose for which it was collected, and the right to raise an objection in the cases specified in art. 23 clause 1 point 5 of the Data Protection Act, if the Controller intends to process the User's data for marketing purposes or to transfer it to another data controller.
13. Any and all changes in the User's personal data can be made by means of sending an appropriate declaration of will to the Controller's address.
14. The Controller reserves the right to refuse erasure of the User's data if retaining such data is necessary for satisfying claims or required by the effective legislation.
15. In case of an inspection by the Bureau of the General Inspector for Personal Data Protection, the User's data may be made available to officers of the Bureau pursuant to the Personal Data Protection Act.

III. Use of Cookies – and similar technologies – and possibility of disabling them

1. The Site uses cookie files, i.e., Cookies. They identify the browser and facilitate the site operation. Cookies do not contain any personal data. The Site may also use an anonymous identifier, i.e., a random alphanumeric string applied for the same purpose as a cookie on platforms including certain mobile devices not supporting cookie technology.
2. **In browser setting the option of rejecting cookies can be selected, however some of the site functionalities may be then impaired. No change in the settings stands for accepting the use of cookies here.**
3. Third-party sites from which certain materials may be placed or linked on the Site (e.g., vimeo, YouTube), may also use cookies enabling logging in and providing ads tailored to the user interests and behaviours. In such a case the Site recommends getting acquainted with the privacy policy of the respective sites. This Privacy Policy does not regulate principles of using the cookie mechanism by third parties.
4. The Controller reserves the right to use third-party service providers for the Site statistics and analytics. We assure that in such a case no personal identification data of the Users shall be disclosed to such providers.
5. In ads placed on the Site third-party cookies may be used in order to enable an effectiveness analysis of the a
6. Advertising campaign.

a. What are Cookies?

Cookies are small text files stored on the user's device, i.e., smartphone, laptop, PC, and any other devices used for web browsing. A cookie contains site data for the site visited by the User, cookie lifetime, and unique browser ID.

b. What is the use of Cookies?

Cookies are used in order to adjust the site contents (e.g., ad contents) to the user preferences and to accelerate website operation and use. Cookies are used also for collecting statistical and behavioural data of the site users. Such data **will not be used** for identifying the user identity.

c. Do Cookies contain personal data?

Yes, however they can be used exclusively for the purpose of functions performed for the benefit of the user. Such data is encoded in the way disabling unauthorized third-party access to the data.

d. Which cookies are used by the Site?

Two types of cookies are used: temporary cookies (they exist until you log out of the site) or switch off the software (Internet browser) and persistent cookies (they remain for the period specified in the parameters of cookies) or for manual removal by the User. Third parties, such as, e.g., Facebook, also have their cookies. Information on cookie privacy policy of our partners can be found on their sites.

e. How to erase and/ or block cookies?

Web browsers allow default use of cookies. However, these settings can be changed at any time. Limiting the use of cookies or blocking them may impact some of the Site functionalities. All cookie erasure or blocking operations in browsers should be done with care, as they can result in removing sites from "Favourites", access facilities, such as: automatic logging in, password saving/ login, etc.

- **Deleting and blocking cookies in Google Chrome:** Click "Settings", then "Show advanced settings", and then under "Privacy and security" click "Content settings". In a newly opened window select "Block attempts at saving site data on this computer". Press also "See all cookies and site data" and in an open window click "Remove all".
- **Microsoft Internet Explorer browser: In order to block cookies,** select the following options: "Tools", then "Internet options", then "Privacy" tab, and then "Advanced". In a new window check "Replace automatic cookie service", and then select the "Block" option twice and confirm by "OK". **In order to remove previously saved cookies:** select the following options: "Tools", then "Internet options", and under "Browsing history" click "Delete...". Then select options: "Save favourite site data" and "Cookies" and click "Delete".

- Mozilla Firefox: **In order to block cookies**, select "Tools", then "Options" and the "Privacy" tab. Then select the "Firefox will apply user settings" option and uncheck the "Accept cookies" option below. Confirm by "OK". **In order to erase saved cookies**: Select "Tools" and "Clear browsing history". Select the period to be cleared: "all" and check the "Cookies" option. Confirm by pressing "OK".
- In Opera browser - **in order to block cookies** - Select "Settings" from the Menu, then "Preferences...", and then "Advanced" and "Cookies". Select the "Never accept cookies" option and click "OK". **In order to remove already collected cookies** - Select "Settings" from the Menu, then "Preferences.", and then "Advanced" and "Cookies". Then click "Manage cookies" and click "Delete" button per each item.
- In Safari browser you need to select "Preferences" and click "Security" icon. Select security level under the field "Accept cookies".
- In mobile device browsers: Cookie functionality may vary depending on the model of a phone or mobile device. This is why it is highly recommended to study privacy options in the on the web documentation of the manufacturer of your mobile device.

f) **What are Anonymous Identifiers and what is their function?**

e.1. To be able to display ads in services where cookies may not work (e.g., in mobile apps), the Site may use anonymous identifiers. An anonymous identifier is a random alphanumeric string used for the same purpose as a cookie on platforms including certain mobile devices where the cookie technology is not supported.

e.2. Their function is similar to the one of cookies.

g) **How to manage Anonymous Identifiers?**

Each phone's model may support this function in a different way. This is why it is highly recommended to study privacy options on the web documentation of the manufacturer of your mobile device.

IV. Changes to the privacy Policy, contact and final considerations

1. The Site reserves the possibility of malfunctioning of the site or the impossibility of using certain functionalities of the Site by a User who has removed cookies and/ or disabled cookie service.
2. Communication between the User's computer and our server is encoded by means of an appropriate safe protocol. Additionally, our data bases are protected against unauthorized third-party access.
3. We reserve the right of amending this privacy Policy by means of publishing a new privacy policy on this subpage.
4. Should you have any questions concerning this privacy Policy, the practice applied to this site, or other concerns to the provisions of this Privacy and Cookie Policy, please, do not hesitate to contact the Controller.



PERSONAL DATA PROCESSING POLICY

Introduction

If you have visited this site than most likely we have provided to you an appropriate link in an email, invoice, delivery note, order confirmation or similar document, or it has been provided by your employer/ principal/ etc.

As we want to be fully compliant with the obligations resulting from the GDPR (Regulation of the European Parliament and of the Council (EC) 2016/679 dated April 27, 2016 on the General Data Protection Regulation), but we are aware that providing all these explanation in one place, such as, e.g., an email or an invoice, would be for you very awkward and unclear, and notifying each employee/ contractor/ etc. of our customer - impossible. This is why we want to additionally summarize this information here.

Remember that in case you have any concerns, questions or observations regarding processing your data by RK ALUMINIUM Robert Karasek, you can contact us at any time by email: rodo@rkaluminium.pl or by phone: +48 33 497 00 78.

Explanatory note and relevant information

1. Robert Karasek, operating under the company RK ALUMINIUM Robert Karasek, ul .ks. Józefa Londzina 31, 43-382 Bielsko-Biała, hereinafter referred to as: the Controller, is the controller of your personal data.
2. Your data will be processed based on an agreement between you and the Controller or based on an agreement concluded with us by your employer/ principal/ etc., hereinafter: the Contract requiring processing personal data for its performance. It may happen, however, that we process your personal data on another basis, in particular upon a consent given to us by you. As this site contains general information, we are not able to collect data on all contracts and all consents we have obtained. Remember, however that should you have any concerns or questions you can always write to us or phone us, and we will explain to you in detail the basis for processing your data. We do not process personal data without a legal basis.
3. Your personal data is processed solely for the purposes related to the Contract performance and for taking necessary actions prior to concluding such Contract, including in particular for the purpose of communications or exclusively for the purposes indicated by the Controller at the moment of giving Consent.
4. Submitting personal data is not obligatory, however refusing to do so will result in impossibility of concluding and performing a Contract. No consent results in the Controller's inability to provide certain services or other actions (e.g., newsletter).
5. Your data will be stored not longer than necessary, i.e., no longer than for the period foreseen by the effective legislation (for statistical or tax purposes). Upon consent – your data will be stored not longer than for the period of providing services or other benefits to which such consent refers.
6. Recipients of your personal data may include entities to which we are obliged to submit data based on effective legislation (e.g., Tax Office), as well as entities providing support services to us, for the purpose of service providing (upon consent), i.e., in particular entities providing hosting, accounting, shipment, courier and similar services. We have signed appropriate contracts with such entities that guarantee security and compliance with the law.
7. Remember that you have the right to access your data, receive its copies, the right to request data rectification, the right to have your data erased (in specific situations), the right to lodge a complaint with a supervisory authority competent for personal data protection, and the right to restrict data processing. Within the scope in which your data is processed based on a consent, you can additionally use the right to withdraw such consent within the scope of processing on such basis (withdrawing your consent shall not have an impact on the compliance with the right for processing which took place prior to such withdrawal) or the right to transfer personal data, i.e., to receive your personal data from the controller, in a structured, commonly used machine-readable format.
8. Based on your personal data the Controller shall not take automated decisions related to you, including decisions resulting from profiling.
9. Your data shall not be transferred outside the EEA (European Economic Area).

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